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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 30]

भोपाल, शुक्रवार, दिनांक 25 जुलाई 2014—श्रावण 3, शक 1936

## भाग ४

### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 7th July 2014

No.—R-119-CC-2014-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first ordinance of the Techno Golbal University, Lateri Road, Sironj, Distt. Vidisha (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, under Section 35. The first ordinance of the University shall come in to force from the date of notification.

### THE FIRST ORDINANCE

By order and in the name of the Governor of Madhya Pradesh,

R. K. VIJAY, Dy. Secy.

## **Ordinance No. 1**

### **Titles and Definitions**

#### **1. Short title and effect:**

This Ordinance may be called the the First Ordinances of Techno Global University Ordinance, 2013 and shall come into effect from the date of this notification.

#### **2. Definition:**

- (a) "Academic Council" means the Academic Council of the University
- (b) Academic Year means the period of twelve months and is notified in the academic calendar, devoted to completion of requirements specified in the scheme of teaching and related examinations. An academic year comprises two semester.
- (c) Act means Madhya Pradesh Niji Vishwavidalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007
- (d) "Board of Management" and "Board of Studies" mean the Board of Management and the Board of Studies of the University as defined in the First Statutes
- (e) "Branches of Courses of Study" mean the area of specialization of the study of any of the programs or any respective faculties
- (f) Chancellor means Chancellor of the University
- (g) "Charges" mean the collection made by the University from the students and any other organizations , by whatever name it may be called, other than fees
- (h) "Chief Finance and Accounts Officer" means Chief Accounts officer of the University
- (i) "Commission" means the Regulatory Commission established under 36 Section of the Act
- (j) "Controller of Examination" means the persons who have been put in charge to conduct the examinations and all other arrangements necessary therefor and execution of all processes connected therewith.
- (k) "Department" means Department of Studies of the University
- (l) "Detained Candidate" means the candidate who has taken admission in the University as regular student but he has not been permitted to appear in the examination due to any shortcoming of conditions to fulfill to appear at the examination
- (m) "Dean" means the Dean appointed by the University
- (n) "Degree /Diploma" means a degree/diploma or any other qualification awarded by the University
- (o) "Diploma Program" means the diploma in the respective branch of the respective faculty
- (p) "Doctoral Programs" means the Doctorate/Research programs in the respective branch of the respective faculty
- (q) "Duration of Course" means the whole tenure of the particular programs (grace period of the program is not included in the tenure)
- (r) "Employee" means any person working in the pay roll of the University
- (s) "Endowment Fund" means Endowment Fund of the University

- (t) "External Examiner" means the examiner from other Universities / Institutions
- (u) "Governing Body" means the Governing Body of the University
- (v) "Fees" mean the collection made by the University from the students or any other Organisation, by whatever name it may be called
- (w) "Higher Education" means study of curriculum or course knowledge beyond 10+2 level.
- (x) "Higher Education Department" means the Higher Education Department of the Government of Madhya Pradesh
- (y) "Internal Examiner" means the examiner from the University Teaching Department.
- (z) "Invigilator" means the teacher or person who has been assigned duty in the particular examination hall
- (aa) "Main Campus" means the main campus of the University situated in Madhya Pradesh, consisting of minimum Five University teaching departments, schools of studies and where the Vice Chancellor and Registrar reside and also where the main office of the University located.
- (bb) "Mode of Study" means the way of study, i.e., full time or part time
- (cc) "Ordinances" means the Ordinances of Techno Global University, Sironj, Madhya Pradesh made under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007
- (dd) "Research Degree Committee" means a committee to be constituted by the University for the Doctoral programs of the theses submitted by the candidates for Doctoral program. The committee will, amongst others, recommend the suitability of candidates, evaluate the theses and recommend the same to the University Research Council.
- (ee) "Registrar" means the Registrar of the University
- (ff) "Regular Course of Study" means the courses of study running in the University as full time or campus-base study
- (gg) "Regular Candidate" means the candidate who is studying in full time course running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.
- (hh) "Scheme of Teaching and Examination" shall mean the scheme of teaching and examination for a program as approved by the Academic Council
- (ii) "Section", "Sub-Section" and "Clause" respectively means Section of the Ordinances, Sub-Section of the Section and Clause of the Sub-Section of the Section of the above mentioned Ordinance
- (jj) "Scrutinizer" means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the Office.
- (kk) "Semester System" means the modus operandi of teaching / learning / evaluation of student performance in an academic program of the University and its constituent units in two segments in an academic year.
- (ll) "State" means the State of Madhya Pradesh
- (mm) "Statutes" means statute of the Techno Global University at Sironj made under the Act
- (nn) "Tabulator" means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the office
- (oo) "Post Graduate Programs" means the Master's Degree programs in the respective branch of the respective faculty"

- (pp) "Student" means the person enrolled in the University for pursuing a course of study for the award of a degree, diploma, certificate or other academic distinction
- (qq) "Regulation" means regulations of the Techno Global University framed under the Act
- (rr) "Short term certificate course" means the course in any stream or branch of any academic program for a shorter period than the normal duration of the course.
- (ss) "Sponsoring Body" means Techno India, a trust incorporated in Kolkata, West Bengal, under the Indian Trust Act, 1882
- (tt) "Teacher" means a Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study of the University.
- (uu) "Undergraduate Programs" means the Bachelor's Degree programs in the respective branch of the respective faculty
- (vv) "University" means Techno Global University at Sironj framed under sub-section ze of section 2 of the Act.
- (ww) "Unsuccessful Candidate" means a student who could not score minimum / qualifying marks to clear a subject in an examination
- (xx) "Vice Chancellor" means the Vice Chancellor of the University
- (yy) "Visitor" means His Excellency the Governor of Madhya Pradesh, as defined in section 15 of the Act
- (zz) "Words and Expression" used but not defined in this Ordinances shall have the same meaning as assigned to them in the Act, Statutes and other sections of the Ordinances.

## **Ordinance No: 2**

### **Faculties / Departments and Schools of Study**

1. The University shall have the Faculties and Schools of Studies as depicted in the table below:

Sl.No.	Faculty / Department	School
1.	Media , Journalism & Communication	School of - <ul style="list-style-type: none"> <li>• Broadcast/Advertising</li> <li>• Print/Development Communication/Online Media</li> <li>• Marketing Communication/Public Relations/Animation &amp; Graphics/Print &amp; Media Laws/Photography/Broadcast/New Media</li> </ul>
2.	Management	School of -- <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Finance</li> <li>• Human Resource Management</li> <li>• Entrepreneurship</li> <li>• Strategic Studies</li> </ul>

		<ul style="list-style-type: none"> <li>• Good Governance</li> <li>• Family Business</li> <li>• Events, Hospitality &amp; Tourism</li> </ul>
3.	Finance & Economics	School of – <ul style="list-style-type: none"> <li>• Accounts</li> <li>• Commerce</li> <li>• Finance</li> <li>• Banking</li> <li>• Insurance</li> <li>• Economics</li> <li>• Mathematics</li> <li>• Statistics</li> <li>• Research Methods</li> </ul>
4	Arts & Humanities	School of - <ul style="list-style-type: none"> <li>• Social Work</li> <li>• Public Administration</li> <li>• Sociology</li> <li>• Psychology</li> <li>• Political Science</li> <li>• History</li> <li>• English &amp; Foreign Languages</li> <li>• Visual &amp; Performing Arts, Fine Arts</li> <li>• Design, Textile</li> <li>• Fashion Technology</li> <li>• Home Sciences</li> </ul>
5	Education	School of – <ul style="list-style-type: none"> <li>• Adult and Continuing Education &amp; Extension</li> <li>• Teacher Training &amp; Non - Formal Education</li> </ul>
6	Engineering	School of – <ul style="list-style-type: none"> <li>• Mechanical Engineering</li> <li>• Electronics &amp; Communication Engineering</li> <li>• Civil Engineering</li> <li>• Computer Science Engineering</li> <li>• Information Technology</li> <li>• Aerospace Engineering</li> <li>• Electrical &amp; Electronics Engineering</li> <li>• Biomedical Engineering</li> <li>• Mining Engineering</li> </ul>

		<ul style="list-style-type: none"> <li>• Mechatronics</li> </ul>
7	Science & Technology	School of – <ul style="list-style-type: none"> <li>• Life Sciences</li> <li>• Physical Sciences</li> <li>• Nuclear Sciences</li> <li>• Biotechnology</li> <li>• Nanotechnology</li> <li>• Environmental Studies</li> <li>• Energy Studies</li> <li>• Forestry</li> <li>• Cell Biology</li> <li>• Biochemistry</li> <li>• Genetics</li> <li>• Microbiology</li> <li>• Chemistry of Macromolecules</li> <li>• Molecular Biology</li> <li>• Plant Physiology</li> <li>• Animal Physiology</li> <li>• Biophysics &amp; Structural Biology</li> <li>• Immunology</li> <li>• Animal Developmental Biology</li> <li>• Plant Developmental Biology</li> <li>• Computational Biology &amp; Bioinformatics</li> <li>• Biostatistics</li> <li>• Computer Science</li> </ul>
8.	Architecture & Urban Planning	School of – <ul style="list-style-type: none"> <li>• Urban Planning</li> <li>• Architecture</li> </ul>
9.	Law	School of – <ul style="list-style-type: none"> <li>• Human Rights</li> <li>• Intellectual Property &amp; Business Law</li> <li>• Constitutional &amp; Administrative Law</li> <li>• Criminal Law</li> <li>• Cyber Law &amp; Information Security</li> </ul>
10.	Sports Science & Physical Education	School of – <ul style="list-style-type: none"> <li>• Sports Science</li> <li>• Yoga/Meditation</li> <li>• Physical Education</li> </ul>
11.	Medicine & Dental Science	School of – <ul style="list-style-type: none"> <li>• Public Health</li> <li>• Biochemistry</li> <li>• Biostatistics &amp; Medical information</li> <li>• Community Medicine</li> <li>• Medicine Graduate &amp; Postgraduate</li> <li>• Nursing (Diploma, B.Sc. and M.Sc.,)</li> </ul>

		<ul style="list-style-type: none"> <li>• Optometry (Diploma, B.Sc., &amp; Postgraduate)</li> <li>• Health hygiene</li> <li>• Paramedical Sciences</li> <li>• Diet &amp; Nutrition</li> <li>• Hospital Management</li> <li>• Health Care Management</li> <li>• Health Service Management</li> <li>• Dental Science</li> <li>• Sports Medicine</li> </ul>
12.	Vocational Studies	Certificate and Diploma of different Vocational Courses.
13.	Pharmaceutical Sciences	School of - <ul style="list-style-type: none"> <li>• Pharmacology</li> <li>• Pharmacognosy</li> <li>• Pharmaceutics</li> <li>• Pharmaceutical Chemistry</li> </ul>
14.	Agriculture	- School of <ul style="list-style-type: none"> <li>• Agronomics</li> <li>• Horticulture</li> <li>• Plant Breeding</li> <li>• Animal Husbandry</li> <li>• Plant Protection</li> <li>• Plant Pathology</li> <li>• Soil Sciences &amp; Agriculture Chemistry</li> <li>• Food Processing &amp; Storage</li> <li>• Post Harvest Technology</li> </ul>

Other Faculties and Schools may be created as per the suggestions of the Academic Council and after approval of the Governing Body of the University.

## 2. Institution of courses and syllabus:

The Board of Management on the recommendation of the Academic Council shall approve the courses of study and syllabus of the subjects to be studied in different academic programs. Pending constitution of Board of Management and Academic Council, Vice Chancellor will get it prepared with a committee of Teachers to be constituted by the Chancellor. The Board of Management will subsequently endorse, and after reviewing the same may modify, include or exclude any provision. The courses already in operation before the Board of Management and Academic Council are constituted will continue at least up to the subsequent semester.

**Ordinance No. 3****Admission of Students**

1. In this Ordinance, unless there is anything repugnant in the subject or context:
  - (a) "Qualifying Examination" means an examination in the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma Certificate conferrable by this University.
  - (b) "Equivalent Examination" means an examination, which has been conducted by:
    - (i) Any recognized Board of Secondary Education or,
    - (ii) Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination.
    - (iii) Any foreign University / Board examination that have been recognized by AIU as equivalent to +2 stage qualification or Bachelor Degree programme.
2. A student seeking admission to an Institute or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Heads/Director/Dean of the Institution concerned, submit his/her application on the prescribed form to be obtained from such institution on payment of the prescribed fee.
  - (i) Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
  - (ii) Provided also that admission to courses related to Health Science shall be as per the guidelines / instructions of Medical Council of India, Dental Council of India etc., and Government of Madhya Pradesh, Medical Education Department, Bhopal.
3. The University shall follow the normal admission process to all courses, if otherwise specified as follows:
  - (i) The University will issue the admission notification on the University's Website, in news papers, notice board of the University and in other publicity media before the commencement of every new academic session.
  - (ii) Admissions shall be on merit of entrance Examination /qualifying examination conducted at National Level, state level or University by its own test at National/State/in the campus as the case may be. List of candidates provisionally selected for admission / short listed will be displayed on the notice board of University and University's website. Also, the students will be informed directly of their admission.
  - (iii) The candidates whose results of qualifying are awaited can also apply and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof for required eligibility criteria before the due date, failing which; the provisional admission automatically stands cancelled. The candidate so admitted shall have to present/submit the original mark sheet of the



qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (iv) If a candidate admitted provisionally under (iii) above if they could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (v) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions.
  - The candidate has been debarred for an indiscipline ground from any Colleges/ Universities/Institution.
  - The prescribed fees are not paid.
  - The application form is not signed by the candidate and his/her parent/guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (vi) Enrollment number will be assigned to the student by the University after verification & submission of all required documents/fees.
- (vii) Admission committee will be constituted by Vice Chancellor.
- (viii) Admission rules as framed by the University from time to time shall be applicable for all admissions during the academic session and all the decisions shall be final.
- (ix) A final/complete list of the students admitted in various courses during an academic session must be submitted in soft/ hard copies within 15 days of completion of admission to the Regulatory Commission.

4. The application for admission shall among others be accompanied by:

- (i) The school of Institution Leaving Certificate signed by the Institution last attended by the student.
- (ii) True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in case of a student, who passed the examination as private candidates, a certificate signed by two responsible persons/authorities where the candidate last passed out certifying the good character of the applicant.

If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than this University, he/she shall submit in addition to the School or Institution leaving certificate an eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be, together with immigration fee as decided by the University.

5.

- (i) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first Degree under any faculty unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shikshan Adhiniyam, 1965 (23 of 1965), (i.e. any recognized Board of Secondary Education) or an examination declared equivalent to such other qualifying examination as may be prescribed from time to time.

- (ii) No student enrolled in the University shall be admitted to any subsequent higher class in any Institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be preparing.  
Provided that a student who is eligible to appear at Supplementary or second examination may be provisionally admitted to a subsequent higher class, but he/she shall revert to the lower class, if he/she is not declared as successful at such examination.
  - (iii) No student migrating from any other University shall be submitted to any class in the University unless he/she has passed the examination, which has been declared by the University as equivalent to the qualifying examination for a student of the University.
  - (iv) Without prejudice to the provision contained in sub-clause (iii) above, no student migrating from any other University shall be admitted to any class in the University without the previous permission of the Board of Management, wherever by any general or special direction, such permission is necessary.
  - (v) An applicant for admission to a course leading to a Bachelor's degree shall not be admitted unless he/she is prepared to appear in all the subjects prescribed for the particular degree examination.
- 6.
- (i) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice – Chancellor.
  - (ii) No person, who is under sentence of rustication from any other University or a teaching institution connected with that University, shall be admitted to any course of study in institution maintained by the University.
- 7.
- (i) Admission of students to various institutions will be done as per admission cycle declared by the Vice- Chancellor and he can make changes in the admission cycle.
  - (ii) Candidates coming on transfer from other Universities due to the transfer of their Parents/ Guardians or any other genuine reason will be given admission beyond the last date for admission, subject to the provisions of 5(ii) & 5(iii).
8. A complete set of all students admitted to the institutions/ departments/Schools shall be forwarded by the head/Director/Dean of the Institutions to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the University) with a certificate that all admission have been made as per University rules and that no exception has been made.
- (i) A student shall be enrolled as a member of an Institution as soon as he/she is admitted by the Head of the Institution and has paid the prescribed fees.
  - (ii) A student seeking admission to an Institution after the commencement of the session shall be required to pay tuition fee from July of the year / or as directed by Academic Council of the University.

9. The Head of the Institutions may permit a student to change his/her optional subjects for a course with the approval of the Vice-Chancellor, to change the faculty within 30 days of start of the course.
10. A student migrating from one institution to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees as he/she has already paid in the Institution from which he/she is migrating.
11. A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with fees decided by University along with an affidavit with proof certificate and documents.
12. Every student in the University shall at all times be of good behavior, show diligence in studies maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
13.
  - i. When a student has been found guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying or the Vice Chancellor / Registrar may according to the nature and gravity of the offence –
    - (a) Suspend such a student from attending classes for not more than a week at a time, or
    - (b) Expel such a student from his institution
    - (c) Disqualify such a student from appearing at the next ensuing examination; or
    - (d) Rusticate such a student
  - ii. Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
  - iii. The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
  - iv. The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
  - v. The rustication of a student from an Institution shall entitle the removal of his/her name from the register of enrolled student.
14. Reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 4**

#### **Registration of Students, Admission to Courses, Teaching Methodology**

1. For registration / to enroll in the University courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration form will be forwarded by the head of the Institution/School/Faculty to the Registrar of the University.
2. On receipt of the registration form at the University Institution the candidates will be allotted a temporary registration number.
3. The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number/roll/ID No.
4. The mode of sending for admission of the student can be direct or counseling or through guidance centre or through post or through online. Any student from India or abroad seeking admission in the University can interact online to the University. Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
5. The validity of the registration of student for different courses will be as under.

S.No.	Name of Courses	Maximum Validity Period (Years)
1	Certificate and one year Diploma Course	2
2	Two year Degree and Master Degree Course	4
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Five year integrated Degree Course	10

6. No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
7. (i) A student who is registered with the University may apply for a change/ correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University.  
(ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.  
(iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit.  
(iv) The fees deposited by the candidate shall not be refunded in any case.
8. Teaching Days — Every department/school enrolling student for the first degree course shall ensure that the number of actual teaching days not to below 180 in an academic year (90 days in a semester).

9. (a) Teaching methods of all the courses shall include one or more methods of teaching from Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) To better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching learning will be adopted. These may include online teaching – learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums etc.

## **Ordinance no. 5**

### **Examination System**

#### **PART – I**

#### **DEFINITION**

1. In this ordinance and in all Ordinance and Regulations laying down conditions for appearing in an examination of the University for a Degree or a Diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context.
  - (i) "REGULAR CANDIDATES" means a person who has a regular course of study in the University Teaching Department (UTD) or a University Institution/School and seeks admission to an examination of the University as such.
  - (ii) "EX-STUDENT CANDIDATE" means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination through admission card was correctly issued to him by the University and seeks admission again to the same examination.
  - (iii) "FORWARDING OFFICER" means a person authorized by the Registrar of the University.
  - (iv) "FAILED CANDIDATES" or "UNSUCCESSFUL CANDIDATES" means a student who could not get minimum marks to clear a subject.
  - (v) "ENROLLMENT" means the period for which a candidate's registration period is valid.
  - (vi) "ATTESTED" means verified and signed by an Officer.

#### **PART – II**

#### **ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION**

1. No candidate shall be permitted to appear in the University examination(s) unless he/she is duly registered / enrolled with the University and paid all dues.
2. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated section on or before the

last date prescribed for the purpose by the University. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled minimum attendance norms of 75% and is of good conduct.

3. Registrar of the University or the Head of the Institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
4. (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.  
(ii) An Ex-student shall offer the subject's or optional paper's which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.  
(iii) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
5. Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Registrar/Head of exam in action may, for sufficient reasons, require or allow a candidate to change his/her examination center.
6. A regular candidate may submit his/her application form with the form fees and examination fees shall be forwarded by the Head of the Institution / Head of the University teaching Department or the School of the Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
7. In case of each application the Head of the Institution / Head of the University Teaching Department or School of the Studies shall certify that the candidate:-  
(i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.  
(ii) He/she of good conduct.
8. The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.

9. No candidates shall be allowed to take the annual/term-end/semester examination unless one has:
- (i) Attended at least 75% of lectures / Practicals delivered, however the Vice – Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - (ii) Paid all the due fees
    - (a) Obtained "No Dues" certificates from the concerned Department / University.
    - (b) Submitted the Project Report / Job Internship Certificate, as notified by the Director/ Head / Principal.
    - (c) Received in-plant training as prescribed by the Principal/Head/Director.
10. Admission of regular candidate to an examination of the University shall not be given for those who do not fulfill the requirements as per Clause 11 stated below.
11. No regular candidate shall be admitted to an examination of the University unless he/she:-
- (i) Has been enrolled as a student in the University Teaching Department or a School of Studies in accordance with the provision of the Ordinance.
  - (ii) Possess the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - (iii) A regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
12. The Controller of Exam may on the specific recommendation of the Principal/Head of the Department, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by the University such card shall show in a prominent place the word duplicate.
13. Where a candidate offers an additional subject paper for an examination in accordance with the provision of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
14. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study:-
- (i) Attendance at lectures delivered and practical's if any, held during the academic session shall be counted.

- (ii) Attendance at any lecture delivered or in practical held within fourteen(14) days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- (iii) Attendance at NCC/NSS camp during the session shall be taken as full attendance at lectures/practical's on each day camp and the day of journey to such camp.
- (iv) Participation as a member of a TECHNO GLOBAL UNIVERSITY University team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance at lectures/practical on each such day camp and the days of journey for participating therein.
- (v) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Vice Chancellor.

15. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the UNIVERSITY.

- (i) Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
- (ii) Pay along with the application, the fee prescribed for the examination concerned.
- (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.
- (iv) In case of each application, Head of the University Teaching Department or School of Studies shall certify that the candidate:
  - (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
  - (b) Is of good conduct.
- (v) The Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding dues, or does not return the University property and all the articles and uniform and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

16. Admission of ex-student to an examination of the University.

- (i) No ex-student shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-
  - (a) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or



- (b) In case he was duly admitted to the said examination as a regular candidate but could not appear there at, a certificate from the head of the school/faculty last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

17. An ex-student candidate for an exam shall:

- (i) Submit through the forwarding officer i.e. the head of the school/faculty wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the Techno Global University and specify therein:
  - (a) Whether he is a candidate for the examination entitled.
  - (b) The subject paper or subjects / papers in which he desires to present himself for the examination
- (ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 5.1 above.
- (iii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (iv) Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.
- (v) An ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination in the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus and he is permitted by the University to offer instead a different subject or paper.

An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

18. Every ex-student candidate shall appear at the examination center at which the regular candidates from the school/faculty in which he has pursued a regular course of study shall be appearing.

### PART – III

#### GENERAL CONDITIONS

- i. No candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
- ii. A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman, Board of Studies concerned and Dean of the faculty concerned be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

- iii. No person who has been expelled or rusticated from any University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
- iv. An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the University but not later than the fifteen days before the commencement of examination.
- v. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph.

20. The University shall issue an admit card in favour of a candidate, if:-

- i. The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.
- ii. The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- iii. Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admit card for appearing in the examination.
- iv. The admit card issued in favor of a candidate to appear at an examination may be withdrawn if it is found that:
  - (a) The admit card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (b) Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to, teaching department or School of Studies or an examination is false or incorrect.
- v. The Registrar may on the recommendation of Head/Superintendent/COE Exam concern that an admit card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall show in a prominent place the word "Duplicate".

21. A candidate shall not be allowed to enter into the Examination Hall unless he produces the admit card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced.

22. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions.

- (i) In the event of a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
- (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner unlikely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and may take police help.
- (iii) If a candidate brings any dangerous weapon within the premises of the examination centre he is expelled from the centre and / or handed over to the police by the Superintendent.
- (iv) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to hand over his answer book to Superintendent/ invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Board of Management or the Committee (Unfair means Committee) appointed for the purpose by the Board of Management may cancel the examination.
- (v) The Board of Management/UFM Committee may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (vi) A candidate who due to sickness is unable to present himself/herself at an examination shall receive refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards immediately next examination after deduction of an amount of Rs.200/-
- (vii) Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Registrar not earlier than 30 days from the date of commencement of the examination at which the candidate was to appear, provided that the medical certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon .
- (viii) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/ practical's may be refunded after deduction of Rs. 200/-
- (ix) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University accounts, may be refunded after deduction of Rs.500/-
- (x) The examination fee of a candidate who dies before appearing in the examination may be refunded in full to his parent/guardian or his successor.
- (xi) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

- (i) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject or rechecking of his result, such application must be made so as to reach the Registrar within 30 days after the declaration of result.
- (ii) Such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the re totaling shall be communicated to the candidate.

24. A candidate whose result has been declared may apply to the Registrar for Re totaling and Rechecking of any of his answer books in the prescribed form within 30 days of the declaration of his result for the re totaling and rechecking any of his answer books, provided that no candidate shall be allowed to have the answer books or more than two papers revalued. Provided also that no revaluation shall be allowed in case of a script of practical's field work, sessional work tests and thesis submitted in lieu of paper at the examination.
25. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by University.
26. A person who is under sentence or expulsion or rustication from a University Teaching Department School of Studies or from the University or is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.
27. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz.,
  - (i) Grade/Marks list
  - (ii) Migration Certificate
  - (ii) Provisional Certificate

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for time being in force that the applicant not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

28. The names of first ten successful candidates in each final examination who obtain first Class shall be decided in order of merit, as provided in the concern ordinances.
29. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Class by one mark where the deficiency is so condoned, one mark shall nowhere be added.

**PART – IV****EXAMINATION FEE**

The Examination fees for various courses under semester system examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants.

**Ordinance No. 6****Conduct of Examination****Part – 1****General**

- (1) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Board of Management of the University.
- (2) The Controller of Examination shall prepare and duly publish a program for the conduct of all examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
  - (1) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendent, if any, for the examination center and shall issue instructions for their guidance.
  - (2) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer booklets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
  - (3) The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
  - (4) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examination about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

- (5) The Center Superintendent shall have the power to expel, an examinee, from examination on subsequent days, on any of the following grounds:
  - (a) That the examinee created a nuisance or serious disturbance at the Examination Centre
  - (b) That the examinee shows seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
  - (c) If necessary, the Superintendent of Examination may get police assistance. Where a candidate is expelled from examination the Controller of Examination should be informed immediately.
- (6) Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
- (7) It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
- (8) The University may change the examination centre of the examinees irrespective of institution to which they belong anytime if it deems proper without assigning any reason thereof.
- (9) The Controller of Examination may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, (must be sported by a certificate issued by a Medical Officer), provided that such an alternative person shall be a man/woman possessing qualification of at least one class examination lower than the examinee concerned.
- (10) The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice – Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- (11) The Vice Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- (12) The Vice-Chancellor may issue such General instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
- (13) Subject to the provision of this ordinance, the Board of Management may from time to time make alter, or modify and procedures about the conduct of Examination.
  - (i) The Examination and Results Committee for each faculty/School shall consist of the following:

Dean of concerned faculty	Chairman
Chairman of concerned Board of Studies	Member
One faculty of concern Department/ Controller of Examination	Member

- (ii) Two members shall form a quorum excluding the Chairman.
- (iii) The term of the Results Committee shall be one academic year.
- (iv) The function of the Results Committee shall be as follows:
  - (a) To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.
  - (b) To scrutinize complaints against question papers and to take necessary action.
  - (c) To decide cases of candidates whose answer books were lost in transit.
  - (d) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-ordinators and any other person concerned with the examinations whose cases are referred to the Committee.
  - (e) To exercise such other powers as the Board of Management may delegate to it from time to time.
- (14) The Vice Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
- (15) If the candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examination.
- (16) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examination who shall place the matter before the Board of Management.
- (17) Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees except the tabulated results, shall be destroyed or otherwise disposed off after six months from the date of declaration of the results.
- (18) The Registrar/COE will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice – Chancellor shall have the power to rectify the same as soon as possible.
- (19) No nominee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.

- (20) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
- (21) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examination by the Superintendent.
- (22) The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
- (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
  - (v) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar/ Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
  - (vi) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- (23) (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it)
- (iii) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- (iv) If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
- (24) The cases of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Board of Management every year. The Committee shall consist of:
- (a) One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.



- (b) One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor.
- (c) The Board of Management shall appoint one of the members including under(a) to be the Chairman of the Committee.
- (d) The Committee shall after examining the cases, decide the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the Committee in each case.
- (25) The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time Deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- (26) All the records of examinations and results will be maintained by the University for a maximum period of three years from the date of results of the concerned examination.
- (27) Appointment of Amanuensis for writing examination:

Amanuensis shall be provided to a student if

- (a) The candidates having impairment of movement in arms and hands who can read independently
- (b) Locomotors impaired and cerebral palsy students
- (c) Sudden illness or accident rendering the candidate unable to write

A candidate or his or her guardian will request the Head of the Department well in advance and on recommendation of the Examination Committee of the concerned academic program will allow amanuensis provided that the amanuensis must be a student of lower grade of education than that of the candidate.

## **Part – II**

### **SEMESTER SYSTEM OF EXAMINATION** **FOR UNDER GRADUATE COURSES- 3 YEARS**

1. The three year degree courses at undergraduate level, except those for which the University has separate ordinances, will run on semester system. The courses shall be divided in six semester covering three academic sessions.
2. The provisions of this ordinance will application to all the undergraduate courses being taught in School of Studies of Techno Global University, (TECHNO GLOBAL UNIVERSITY).
3. Admission to these courses will be made on merit (to be defined by the University) in qualifying examination or in the written entrance test held for the purpose.
4. The undergraduate courses in semester system shall consists of:
  - a) Such courses (Theory paper) as prescribed by TECHNO GLOBAL UNIVERSITY.

- b) Such job internship/lab work/ practical/ projects etc., as prescribed by TECHNO GLOBAL UNIVERSITY.
- c) Such other types scheme of examination as prescribed by TECHNO GLOBAL UNIVERSITY.
5. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment like quiz, surprise tests etc., The internal assessment of CCE will be held in a manner prescribed by the University/Central Board of Studies of concern subjects from time to time.
- (a) Examination of odd semesters shall normally be held in the month of November / December and that of even semesters in the month of May / June.
6. There shall be no supplementary or second examination in semester system of the course of study.
7. If a candidate fails in two subjects in any one semester examination but clears all the remaining subjects of the examination, candidate will be allowed to keep the term (ATKT) and promoted to the next semester. Student will be allowed to appear and pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination and if student fails to pass the ATKT paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. Provided further, that if a candidate fails in more than two subjects in any semester examination, she/he will not be allowed to appear in subsequent semester examination. However, she/he may be allowed to appear as an ex-student in the next examination of the same semester. In no case the candidate will be given more than two ATKT other than the main examination, to pass a semester.
- Provided further that the candidate will be permitted to appear in 5<sup>th</sup> semester only when she/he clears all the subjects / papers and practical up of 1<sup>st</sup> & 2<sup>nd</sup> Semester. No Class shall be awarded up to 5<sup>th</sup> Semester. Candidate will be awarded degree in the year in which she/he clears all the papers and practical of 5<sup>th</sup> semester. In such situation, grade/mark-sheet for each semester will be issued separately up to 5<sup>th</sup> semester with the result pass / ATKT once the candidate clears all the subjects of 6<sup>th</sup> semester, composite grade/marks-sheet will be issued in the 6<sup>th</sup> semester with the mention of Class also.
- Provided further that if a candidate fails in two subjects in 6<sup>th</sup> semester, an exemption will be made to this and she/he be permitted to take one repeat attempt examination in that subject along with the regular examination of these papers conducted by the University in an immediately subsequent semester beyond the stipulated time limit of five years.
8. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper/subject with regular semester examination.
9. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in those subjects.

10. The Class shall be allowed on the basis of total marks obtained in internal Assessment / CCE, University Examination (Theory & Practical's both) and project work (if any) taken together at the end of sixth / final semester of examination.
- |                       |                                |
|-----------------------|--------------------------------|
| 75% and above         | - First Class with distinction |
| 60% or above          | - First Class                  |
| 45% but less than 60% | - Second Class                 |
| 33% but less 45%      | - Third Class                  |
11. A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission or as per ordinance of TECHNO GLOBAL UNIVERSITY for different course.
12. The V.C. grace up to maximum of one mark will be given to pass in a paper in each semester and one mark for improvement in Class in the final semester. However, in no case both the grace each for passing and for Class cannot be taken together as per ordinance of this University for grant of grace mark.
13. The matter of admission attendance, examination and all other matters not provided if this ordinance shall be governed by the provision of the relevant ordinances of TECHNO GLOBAL UNIVERSITY.
- Notwithstanding anything contained in forgoing para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
14. In case of any dispute /ambiguity in semester system of examination / course the Vice Chancellor decision shall be final.

### PART – III

#### SEMESTER SYSTEM OF EXAMINATION FOR POST-GRADUATE COURSES

1. The two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> semester and second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester.
2. The ordinance shall be applicable to all the post graduate courses taught in School of Studies, of TECHNO GLOBAL UNIVERSITY.
3. The courses (M.A., M.Sc., M.Com., M.H.Sc. etc.) of study shall be governed by the provisions of these ordinances.
4. Admission of these courses will be made on merit (to be defined by the University) in qualifying examination or in the written entrance test held for the purpose as and when required.
5. The post-graduate courses in semester system shall consists of:
  - a) Such courses (Theory papers) as prescribed by the University Board of Studies of different subjects.

- b) Such job internship/lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.
- c) Such scheme of examination as prescribed by the University Board of Studies of different subjects.
6. No candidate shall be allowed to take the Semester Examination unless one has:
  - a) Attended at least 75% of lectures and practical delivered in a particular semester.  
Deficiency in attendance can be relaxed as per Ordinance of University for these purposes.
  - b) Paid all the dues including University course and examination fees before the last date of submission examination forms.
  - d) Submitted the Job Internship Certificate / Project Report by the date notified by the Head of the school/faculty.
7. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal Assessment tests. The internal assessment of CCE will be held in a manner prescribed by the University / Central Board of Studies of concern subjects from time to time.
8. There shall be no supplementary or second examination.
9. If a candidate fails in two papers in any one semester examination but clears all the remaining papers of that examination, candidate will be allowed to keep this term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the ATKT paper in next two successive examination of the same semester, along with the regular semester, and if student fails to pass the ATKT paper or fails to appear in subsequent semester examination, however, students may be allowed in all the papers as an ex-student in the next examination of the same semester.

Provided, further that if a candidate fails in more than two papers in any semester examination, he will not be allowed to appear in subsequent semester examination. However, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. In no case the candidate shall be given more than two ATKT, other than main examination, to pass a semester.

Provided further that the candidate will be permitted to appear in fourth semester only when students clears all the subjects / papers and practical up to 3<sup>rd</sup> semester. No Class shall be awarded up to 3<sup>rd</sup> semester. Candidate will be awarded degree in the year in which she/he clears all the papers and practical of 4<sup>th</sup> semester.

Provided further that if a candidate fails in 4<sup>th</sup> semester, an exception will be made to this and she/he be permitted to take one repeat attempt examination in paper along with the regular examination of that paper conducted by the University in an immediately subsequent semester beyond the stipulated time limit of three years mark sheet of each semester will be issued separately up to 3<sup>rd</sup> semester with the result pass / ATKT. Once the candidate clears all the subjects of 4<sup>th</sup> semester, composite mark-sheet will be issued in the 4<sup>th</sup> semester, with the mention of Class also.

If the candidate fails in the project viva-voce examination she/he will have to pass the viva-voce examination in next examination of same semester.

10. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University.
11. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subject.
12. A candidate shall not be required to appear in the practical / CCE / Project / Internship if he has already cleared in the main examination.
13. The Class shall be awarded on the basis of total marks obtained in Internal Assessment / CCE, University examination (Theory & Practicals both) and project work (if any) taken together at the end of sixth / final semester of examination.
 

75% and above	- First Class with distinction
60% or above	- First Class
45% but less than 60%	- Second Class
33% but less 45%	- Third Class
14. A candidate has to complete the entire course of Post graduate degree within a maximum period of three years from the session of first admission.
15. Vice Chancellor grace of maximum up to one mark will be given to pass in a paper in each semester (this will not accumulate) and one mark for improvement in Class in the final semester.
16. The matter of admission attendance, examination and all other matters not provided if this ordinance shall be governed by the provision of the relevant ordinances of University.

#### PART – IV

#### EXAM REGULATIONS FOR ENGINEERING / TECHNOLOGY COURSES (RULES FOR PASSING, CONDONATION, GRACING AND AWARD OF CLASS)

1. There will be one University Examination at the end of each semester.

These examinations will be designated as follows:

S.No.	Duration	No. of Semester
1	Two year Courses	4
2	Three year Courses	6
3	Four year Courses	8
4	Five year Courses	10

- 1.1 The semester examination will generally be held in Nov.-Dec and April – May in each year.
- 1.2 There will be a full examination at the end of each semester consisting of theory and practical.

#### (2) PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Engineering course will be promoted to the higher class in accordance with the following rules:

#### 2.1

(a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

(b) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group i.e. a Candidate of A-B Group will take admission generally in July, whereas, candidate of B-A group will take admission generally in January in the relevant academic year.

2.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

2.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the Institute shall be appointed.

2.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher class.

2.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

2.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 2.4 and 2.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory / practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects).

2.7 Other than the provision of rule 2.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of Class/ marks or for any other purpose.

### (3) AWARD OF CREDITS AND GRADES

3.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of Management. Only approved courses can be offered during any semester.

3.2 A student shall be continuously evaluate for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Board of Management of the University.

3.3 the distribution of weightage / marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Board of Management of the University subject to such stipulation as given under:

(a) Theory

i.	Quizzes, assignments and regularity	-	10%
ii.	Mid-semester test	-	20%
iii.	End semester examination	-	70%
Total		-	100%

(b) Practical

i.	Lab work, performance, quizzes, assignments and regularity	-	40%
ii.	End- semester examination	-	60%
Total		-	100%

3.4 Practical training and project work shall be treated as practical subjects.

3.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.

3.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

Grade	Grade Point & % marks range (Based on absolute marks system)	Description of performance
A+	10(91-100)	Outstanding
A	9 (81-90)	Excellent
B+	8(71-80)	Very Good
B	7(61-70)	Good
C+	6(51-60)	Average
C	5(41-50)	Satisfactory
C	5(50only)	Satisfactory (for M.Pharma)
C	5(46-50)	Satisfactory (for B.Arch)
D	4(40 only)	Marginal (for PG courses Except M.Pharma)
D	4(31-40)	Marginal (for UG&PG Diploma Course)
D	4.5(45 only)	Marginal (for B.Arch)
F	0	Fail
I	0	Incomplete

W	0	Withdrawal
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**PART- V****PATTERN OF EXAMINATION / EVALUATION SYSTEMS / GRADING SYSTEMS****2. Examinations**

To train the student to put in sustained and disciplined work over the entire period of study, following pattern of examination is being implemented in the University. Some important components of the examination pattern are as given in succeeding sub paras :-

**(a) Theory Course**

The University will follow the semester systems and accordingly three examinations shall be held in each semester for theory courses. These shall have a total weightage of 75% the balance 25% shall be allocated to Assignments, Quizzes, Tutorial and Regularity in attendance etc. by the Course Co-coordinator / Teacher. Details of examinations and their weightage are as follows:-

**(b) Theory Tests / Examinations**

Three types of tests/examinations shall be held in each semester as specified in sub section (a) of section 1. Types of tests / examinations are as under:-

(a) Test - 1 or T-1

(ii) Test - 2 or T-2

(iii) Test - 3 or T-3

**(c) Weightage of marks, duration & syllabus for theory test / examination**

Allotment of weightage of marks i.e. 75% of total as specified in sub-section (a) of section 1 & Syllabus, duration, marks for each Tests / Examination will be as under :

**Allotment of marks:**

Tests / Exams	:	T-1	T-2	T-3
Percentage of marks	:	15	25	35
Duration in Hours	:	1	1½	2
Syllabi Coverage	:			



The syllabus for each test is course contents covered up to the last day of teaching before the examination.

(d) Allotment of remaining weightage of marks i.e. 25% of total as specified in sub section (a) of section 1. Remaining weightage of marks i.e. 25% including 5% of attendance will be awarded by respective course coordinator in each theory course through the individual events i.e., Assignments, Tutorials, Quizzes, Regularity & Punctuality in class attendance on the basis of entire semester performance of the individual student.

a. Practical Courses

The evaluation of Practical / Laboratory / Sessional / Workshop work will be based on the following:-

- i. Day to day work
- ii. Punctuality and Regularity
- iii. Quantity and Quality of Work
- iv. Some practical tests
- v. Any other component to be decided and announced by the Course Coordinator(s) concerned.
- vi. A practical course is considered as an independent course and accordingly grades shall be applicable to the practical courses.

b. Evaluation weightage of the practical / laboratory courses will be as follows :

i.	Day to day work	70%
a)	Attendance and discipline in laboratory	15%
b)	Quantity & Quality of Experiments Performed, Learning laboratory skills and Handling laboratory equipment, Instruments, gadgets, components, materials and software etc.	40%
c)	Laboratory record	15%
ii.	Mid-semester lab-viva voce / test (P-1)	15%
iii.	End Semester lab – viva voce / test(P-2)	15%

Evaluation for Projects Courses

- i. Project courses shall be run in the final year of B.Tech & M.Tech only i.e. in the pre-final semester and final semester, under the guidance of a Supervisor appointed for individual student or a group of students, and separate evaluation will be done in each semester.

- ii. The following evaluation scheme will be followed in each semester while evaluating and awarding grades:

- (a) Day to day work - 35% awarded by the Supervisor(s)

- (b) One Mid-term seminar by the students on the project work - 15% awarded by a panel of examinations
  - (c) One Viva-Voce Examination between Test T-2 and Test T-3 - 15% awarded by the supervisor(s)
  - (d) Project Report - 15% awarded by the supervisor(s)
  - (e) Final Viva-Voce / Defence / Dissertation - 20% awarded by a panel of three teachers including Supervisors. In case of M.Tech Programmes, External examiner shall form a part of the panel.
- c. Guidelines for Monitoring and Evaluation of projects for PG Course
- (a) The students must meet their supervisors immediately after the project is assigned to them.
  - (b) The students must meet and report to their supervisors at least twice a week on appointed days and time.
  - (c) The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.
- d. The project for the PG Course
- i. The project will be split over 2 semesters of final year. The two parts must be seen in continuation.
  - ii. Evaluation of projects shall be carried out separately in each semester.
  - iii. The project should be in the development of new process or products, tools, techniques and conceptual research work leading to new findings. The work should be characterized by new result in design, development and implementation and should have the potential of industrial scientific acceptance.
  - iv. The supervisor will provide a panel of external examiners that should consists of three experts who should not be from the University where the project report is being submitted. The Dean (Academic) will appoint one expert from this panel as the examiner. The other examiner will be the supervisor of the students. The defense will subsequently be done in the presence of the external examiner.
  - v. The student shall submit three copies of the project report as loose files to facilitate modifications that may be asked for. After the defense is completed and normally within 15 days thereafter, 3 hard bound copies shall be submitted in the prescribed format. One of these copies will be placed in the library of the University.
  - vi. The project report will be submitted as per the instructions displayed on the website.

## e. Supervisors for PG Course

- (a) There can be two types of project supervisors, Internal and External. Internal supervisors must have at least an M.Tech. degree or equivalent and must be at least in the Lecturer grade of TECHNO GLOBAL UNIVERSITY and be employees of TECHNO GLOBAL UNIVERSITY. External supervisors are not employees of TECHNO GLOBAL UNIVERSITY and belong to other industrial or academic organizations including national laboratories. They must have at least an M.Tech degree and 5 years of relevant experience.

In the case where an external supervisor is chosen, It is necessary that a joint internal supervisor is also selected. Joint supervision may be done by more than one internal supervisor, with or without external supervisors.

## i. Eligibility:

- (a) Students who were eligible to appear in T-3 examination and awarded 'F' grade are eligible to appear in supplementary examination.
- (b) Students not allowed to appear in T-3 examination due to poor academic performance or shortfall in attendance, by the Vice-Chancellor, will not be allowed to appear in supplementary examination. Such students will be declared failed in the semester.

## ii. Conduct

- (a) Supplementary Examinations shall be held twice in an Academic Session. For the odd semester (July-Dec.) it shall be held in December and for the Even Semester (Jan-Jun), in July. The dates shall be announced in the Academic Calendar.
- (b) The Supplementary Examination shall be of 100 marks and two hours duration for each subject.
- (c) The Supplementary Examinations will cover the entire syllabus of the semester.

## iii. Fee

- (a) As decided by the University from time to time, fee per subject shall be charged from the students for supplementary examination.

## e. System of Evaluation of semester's performance

The methods for computation of Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) and the credit based grading systems are as under:

1. The Semester Grade Point Average (SGPA) shall be calculated on the basis of grades obtained in all the courses, except audit courses, registered for the semester as under:-

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i p_i}{n}$$

$$\sum_{i=1} C_i$$

Where  $C_i$  is the number of credits offered in the subject of a semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i$ th subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j$ th semester,  $SG_j$  is SGPA earned in the  $j$ th semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

3.8 The grade at the end of each even semester examination for students of A – B group (off semester for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the Class awarded, according to the rule as given in Para 5.0 of this ordinance.

3.9 A candidate appearing in seventh semester after eighth semester (B – A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

#### (4) Condonation of Deficiency

4.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

4.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first Class by one mark, on behalf of the Vice Chancellor in the B.E/B.Tech. examination. This benefit will not, however, be available to a candidate getting advantage under clause 4.1

#### (5) Award of Class

5.1 Class shall be awarded only after the eighth (Seventh semester for candidates of B – A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details:

CGPA Score	Classs
$7.5 \leq CGPA$	First Class with Honours

6.5 ≤ CGPA < 7.5	First Class
5.0 ≤ CGPA < 6.5	II Class

5.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\frac{\text{Percentage marks scored} = \text{CGPA obtained} \times 100}{10}$$

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(6) Class Tests & Submission of Marks:

- Normally two class tests shall be conducted for a subject as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Mark sheet.
- The aggregate of test marks in each subject shall be converted into total marks for the Sessional head as per the teaching & examination scheme of the prescribed course.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

(5) Standard of Passing

To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

(6) Rules of ATKT for Admission to Next Higher Semester / Year

A candidate passing minimum 2/3<sup>rd</sup> of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester / year.

A candidate with ATKT shall be eligible for admission to the next higher semester / year as shown in table given below.

Table for deciding ATKT Status		
Total number of Subject	Minimum number of subjects required to pass	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1

6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

- Subject head without passing requirement shall not be considered as a subject for this purpose.

(7) Award of Class

(A) There shall be four grades for award of class at an examination.

- First Class with Distinction ( I DST)

A candidate shall be declared to have passed the examination in First class with Distinction, if he obtains 75% or more of the total marks.

- First Class (I)

A candidate shall be declared to have passed the examination in First Class, if he obtains 65% or more but less than 75% of the total marks.

- Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 65% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per below (i) and (ii).

- Award of class vis-à-vis claiming exemptions: A candidate claiming exemption/s in the subject/s on the basis of passing fully the prescribed or its equivalent examination/s of any recognized Board / University will not be entitled for award of class and will be declared "Pass".

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subject/s on the basis of having passed them at previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class at par with other successful candidates. However this is not applicable to the candidates undergoing Pharmacy course and Architecture course.

- Exemptions for subjects passed in examinations of other Board/ University : A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subject/s recommended by the Equivalence Committee from time to time, shall, at his option, be entitled to claim exemption in such subject/s, provided always that the percentage of marks obtained by the candidate at the original examination is not lower than

that of the minimum percentage for passing prescribed by the Board in the relevant subject/s of the course. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after the date of his admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Board.

For claiming exemption the candidate shall apply to Board or its regional office in the prescribed form. Such application shall be submitted through the Principal of Head of Institute before last date prescribed by the Board along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered. The Board/ regional office will inform the names of the candidates granted exemption and the subjects in which exemption are granted, to the institutes. (However this is not applicable to the candidates undergoing Pharmacy course and Architecture course).

#### Pass Class (Pass)

A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or he has availed exemptions as per Automatic exemptions:

A candidate whose overall result is "Fail / ATKT/FT", shall earn automatic exemption at the subsequent examination, in the subjects or passing heads in which he has passed.

A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks at the final year.

#### (8) Gracing

##### (a) Grace marks for Subject Passing :

A candidate shall be given 1 or 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1,2 or 3 as grace marks as the case may be, for maximum marks 75 or above, to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination. Benefit of gracing shall be given on aggregate marks of theory subject required for passing.

Benefit of gracing shall not be given twice in a subject.

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and / or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks.

A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and "CON" (meaning Condonation) would be shown against his result in the certificate of marks.

However, if any candidate, does not wish to avail the benefit of Condonation, he shall have to obtain written permission from concerned regional office of the board, applying, prior to examination only, Any such request after the commencement of examination shall not be considered.

## b) Grace Marks for Awarding Class

If a candidate falls short of maximum  $\frac{1}{2}\%$  of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum  $\frac{1}{2}\%$  of the aggregate marks assigned to the examinations to the total marks obtained by the candidate in an examination. While adding maximum  $\frac{1}{2}\%$  of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

## (9) Carrying Forward Marks of Ex-Candidates for Exemptions :

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class or par with other successful candidates. Marks obtained in class tests will also be similarly carried over to the subsequent examination.

## (10) Result of a candidate Appearing Simultaneously for two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination.

The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

The A.T.K.T. / supplementary examination shall be as decided by Board of Management of the University.

## (11) Improvement of Performance:

A candidate who has passed the final year examination leading to award of Degree, at his option, shall be permitted to reappear at the same examination to enable him to improve his performance within a period of one year. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme. This provision shall not be applicable to Post Degree courses.

The candidate so permitted shall:

- (i) Forfeit the Degree awarded earlier, certificate of marks original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.



- (ii) Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to reappear in all the theory subjects of final year examination, at any one of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice – Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice – Chancellor shall be final.

### **Ordinance No. 7**

#### **BE / B.Tech Graduate Degree Program**

This ordinance shall be applicable to candidate admitted for Bachelor of Engineering (B.E.) Technology (B.Tech) degree, following the AICTE norms.

- 1.0 The first degree in Engineering of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING/Technology, in respective Branch.
- 1.1 This degree of Bachelor of Engineering (hereinafter called B.E/B.Tech.) shall include the branches of ARCHITECTURE, RURAL TECHNOLOGY, CIVIL, MECHANICAL, ELECTRICAL & ELECTRONICS & COMMUNICATION, ELECTRONICS & INSTRUMENTATION, INFORMATION TECHNOLOGY, COMPUTER SCIENCE & ENGINEERING, AUTOMOBILE, CHEMICAL, METALLURGICAL, MINING, TEXTILE, PRODUCTION ENGINEERING, FIRE TECHNOLOGY & SAFETY ENGINEERING, INSTRUMENTATION & CONTROL, ELECTRICAL ENGINEERING BIO-MEDICAL, BIOTECHNOLOGY and INDUSTRIAL ENGG. & MANAGEMENT, NANO-TECHNOLOGY and more degrees program can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per applicable norms & regulations.
- 2.0 ADMISSIONS
  - 2.1 Minimum qualification for admission to first year B.E. shall be the Qualifying Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.
  - 2.2 Candidates who have qualified the Diploma course in related branch of Engineering from MP Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to third semester of B.E. course.

- 2.3 Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh.
- 2.4 Non-Resident Indian (NRI) candidates shall also be eligible for Admission to B.E. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1
- 2.5 The admissions to BE course shall be governed by the rules and norms laid down by the Technical Training department and / or any other competent authority of the State Government.
- 2.6 Admission under these courses will be made as follows:
- (1) The eligible candidates should secure a place in the merit list prepared by V.P.P. Mandal Bhopal for admission to B.E. in general the admission to B.E. course shall be governed by the rules by D.T.E. or any other competent authority of the State Government of Madhya Pradesh.
  - (2) The University may also conduct its own entrance. Examination for admission to its Engineering courses.
  - (3) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.7 Admission rules framed by the University shall be applicable for all admission from time to time.
- 2.8 The fees for each course shall be decided by Board of Management of University the number of seats in each course will be as per Statute 24.
- 2.9 Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.
- 3.0 EXAMINATIONS – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES  
As per Ordinance No.6
- 4.0 DURATION OF COURSE
- 4.1 One hour of conduct in Lecturer (L) / Tutorial / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
  - 4.2 A candidate may provisionally continue to attend next higher year, even, if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
  - 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

## 5.0 MERIT LIST

- 5.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first Class and passing all semesters in single attempts.

## 6.0 ATTENDANCE

- 6.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Vice-Chancellor of the University, respectively for satisfactory reasons.

## 7.0 MEDIUM OF INSTRUCTION COURSE STRUCTURE EXAMINATION

- 7.1 The medium of instruction and examination shall be English or Hindi throughout the course of study.
- 7.2 The subjects to be studied in different semester of bachelor of Engineering include lab work, practical, plant training; project etc. shall be as per the schemes, approved by Board of Studies of the University, on the basis of AICTE norms.

8.0 Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 8**

#### **Bachelor of Architecture (B.Arch) Graduate Degree Program**

This ordinance shall be applicable to candidate admitted for Bachelor of Architecture (B.Arch) degree, following the norms laid down by UGC / COA.

- 1.0 The first degree in Architecture of five-year (Ten semesters) course, hereinafter called 5-YDC, shall be designated as Bachelor of Architecture (B.Arch).

## 2.0 ADMISSIONS

Admission of students to the Architecture Course under the faculty of

- 2.1 The minimum qualification for admission to the first year B.Arch course shall be qualifying Higher Secondary School Certificate Examination (10+2) with physics, chemistry and maths conducted by the M.P. Board of Secondary Education or any other Board or

University, recognized equivalent by the State Government of Madhya Pradesh with minimum of 50% marks in aggregate and Mathematics as one of the subjects.

2.2 Candidates who have qualified the diploma course in any branch with 50% marks in aggregate from M.P. Board of Technical Education, Bhopal or any equivalent board as applicable, shall also be eligible for admission to the third semester of B.Arch. course. The admissions to B.Arch course shall be governed by the applicable norms.

2.3 Admission procedure will be as per decided by Board of Management of University.

2.4 Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

2.5 The fees of course shall be decided by Board of Management of University and number of seats will be as per Statute 24.

### 3.0 EXAMINATIONS – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES

As per Ordinance No.5

### 4.0 DURATION OF COURSE

4.1 There shall be at least fourteen weeks of teaching in every semester.

4.2 One hour of conduct of Lecture (L) / Tutorial (T) / Practicals (P) shall normally be equal to one credit as shown in the schemes.

4.3 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

### 5.0 MERIT LIST

5.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for B.Arch. degree, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first Class and passing all semesters in single attempts.

### 6.0 ATTENDANCE

As per ordinance 11 clause 6

### 7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

7.1 The medium of instruction and examination shall be English throughout the course of study.

7.2 The subjects to be studied in different semester of bachelor of Architecture shall be as per the schemes, approved by the Board of Study of the UNIVERSITY.

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 9****Bachelor of Pharmacy (B.Pharm) Graduate Degree Program**

This ordinance shall be applicable to candidate admitted for bachelor of Pharmacy (B.Pharm) degree, following the norms laid down by the relevant Regulatory Council/PCI from time to time.

1.0 The first degree in Pharmacy of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF PHARMACY (B. Pharm).

2.0 ADMISSIONS

2.1 The minimum qualification for admission to the first year B.Pharm, shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics / Biology (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.

2.2 Minimum qualification for direct admission to second year B.Pharm shall be 50% marks in Diploma in Pharmacy from any Institution approved by the Pharmacy Council of India (P.C.I.) and as per prevalent norms of Government of Madhya Pradesh. The students who have passed of Bachelor of Science (Maths/Biology) may be admitted to second year of B.Pharm.

2.3 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. In accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1

2.4 The admissions to Pharmacy course shall be governed by the applicable norms of PCI / Technical Education department, Government of Madhya Pradesh. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

2.5 The admission procedure will be as per decision of Board of Management of University.

2.6 The fees of the course shall be governed by the Provision of Statute 24.

3.0 EXAMINATIONS – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES

As per ordinance No. 5

4.0 DURATION OF COURSE

4.1 There shall be at least fourteen weeks of teaching in every semester.

4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / and hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared.

However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

4.4 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vive Chancellor which should be not more than one year on satisfactory reasons.

## 5.0 EDUCATIONAL TOUR, PROJECT WORK AND PROFESSIONAL TRAINING

### 5.1 EDUCATIONAL STUDY TOUR

For B.Pharm VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded Grade Point – F. However there shall not be any restriction of minimum pass grade in the Educational Tour.

### 5.2 PROJECT WORK

For B.Pharm VII Semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Science. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

### 5.3 PROFESSIONAL TRAINING

5.3.1 Hospitals/Dispensaries run by Central/State Government/Municipal Corporation's private central Government Health Scheme and Employees State Insurance Scheme. A pharmacy, chemist and druggist licensed under the Drugs and cosmetic rules, 1945 made under the Drugs and Cosmetics Act, 1940 (23 of 1940).

The institutions referred in sub-regulation (1) shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any Hospital, pharmacy, chemist and Druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1945 made under the Drugs and Cosmetics Act, 1940 shall not exceed two where there is one registered pharmacist engaged in the work in which the student pharmacist is undergoing practical training, where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each additional such registered pharmacist. Hospital and Dispensary other than those specified in sub-regulation (1) for the purpose of giving practical training shall have to be recognized by pharmacy council of India on fulfilling the conditions specified into these Ordinances..

In the course of practical training, the trainees shall have exposure to: Working Knowledge of keeping of records required by various acts concerning the profession of pharmacy and practical experience in the manipulation of pharmaceutical apparatus in common use, the reading, translation and copying of prescription including checking of dose, the dispensing of prescriptions illustrating the commoner methods of administering medicaments; the storage of drugs and medical preparations.

The report of the professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she underwent his/her on training.

1.3.2 The viva-voce examination based on the industrial training shall be carried out by Board of Examiners consisting of-

- |      |                                 |   |          |
|------|---------------------------------|---|----------|
| i.   | Head/Principal of the Institute | - | Chairman |
| ii.  | The external examiner           | - | Member   |
| iii. | The internal examiner           | - | Member   |

The marks shall be awarded by the Board of Examiners.

#### 6.0 MERIT LIST

6.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first Class and passing all semesters in single attempts.

#### 7.0 ATTENDANCE

As per Ordinance 11 of clause 6

#### 8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

8.1 The medium of instruction and examination shall be English throughout the course of study.

8.2 The subjects to be studied in different semester of bachelor of Pharmacy shall be as per the Schemes, approved by Board of Studies, of TECHNO GLOBAL UNIVERSITY.

9. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 10**

#### **Master Degree in Engineering / Technology / Master of Architecture (ME / M.Tech / M.Arch.) Postgraduate Program**

This Ordinance shall be applicable to candidate admitted for Engineering / Technology/Master of Architecture (ME / M.Tech./ M.Arch.), following norms laid down by AICTE / COA.

1. This ordinance shall be applicable to candidates admitted for Master degree courses in Engineering/Technology and Architecture following applicable norms.
2. The Post Graduate course in Engineering/Technology leading to the Degree of Masters of Engineering/Technology/Architecture (ME/M.Tech/M.Arch.) of the University. The course will be in following subject.

Computer Science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, very large scale Integrated System Engineering (VLSI), Digital Electronics and advanced communication, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning Engineer, Power System Engineering, Bio Informatics Engineering, Network Management & Information System, Information Architecture & Software Engineering, Bio-Technology Engineering, Master of Architecture, Printing & Media Engineering, Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering. The courses shall be offered as per applicable norms.

The above course shall be divided into four semesters in the case of full time candidates and six semesters in the case of part time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave/ examination/ industrial training etc.

### 3. Admission

- i. Every applicant for admission to ME / M.Tech / M.Arch. or equivalent examinations in appropriate branch approved by AICTE with at least 55% marks in the aggregate at final year examination or any other qualification, as approved by AICTE, for a particular course. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
- ii. Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.
- iii. Applicants possessing the M.Sc. (Maths/Physics/Electronics/Computer Science/ Information Technology ) MCA [for M.Tech in Computer Science / Computer Technology / Information Technology] degree
- iv. All full time & part time sponsored candidates must have atleast two years experience in the relevant field after passing the qualifying examination. However the Vice Chancellor can relax the experience in case of sponsoring candidates.
- v. Admission under these course will be made as follows:
  - a) The University will issue admission notification in news papers, on the University's Website, Notice Board of the University and in order publicity media before the start of academic year.
  - b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the Notice Board of the University / University's Website or the student will be informed directly of their admission.
  - c) The candidate whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/ school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
  - d) The application form may be rejected due to any of the following reasons:-
    - The candidates does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed
    - The application form is not signed by the candidate and his/her parent guardian, wherever required
    - Supporting documents for admission are not enclosed
  - e) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
  - f) Admission rules as framed by the University following relevant norms shall be applicable for all admission from time to time.
  - g) Fee shall be governed by the provision of the Statute 24.



#### 4. EXAMINATIONS – PROMOTIONS TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES

As per Ordinance No.5

5. No candidate shall be permitted to carry out a major project preferably in an industry or a professional R&D organization and to submit thesis unless he/she has passed all the preceding semester.
6. The attendance of regular student as per Ordinance 13 of Clause 6 of the University.
7. The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him by the head of the department concerned. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by him, to the University, accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
8. The maximum duration of the course shall be five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempt can be grant to candidates however one mercy attempt can be grant to candidates by the Vice-Chancellor which should be not more than one year on satisfactory reasons.
9. In the notification declaring the results of the final semester examination for the Degree of M.E./M.Tech.M.Arch, the names of the first five candidates in order of merit in each post graduate course shall be notified by the University separately for full time and part time course.

#### 10. MEDIUM OF INSTRUCTION AND EXAMINATION

10.1 The medium of instruction and examination shall be English throughout the course of study.

10.2 The subject to be studied in different semester of post graduate course of Engineering/Technology/Architecture shall, be as per the Schemes, approval by Board of Studies of the University.

11. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance, or in the event of difference of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary. If necessary the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 11**

#### **Master of Computer Applications (MCA) Postgraduate Program**

This Ordinance shall be applicable to candidate admitted for Master of Computer Application Course.

- 1.0 This Ordinance shall be applicable to candidates admitted in First Year for Master of Computer Applications abbreviated as M.C.A.

## 2.0 ADMISSIONS

- 2.1 A Candidate seeking admission to M.C.A. course should be graduate of any Indian University or Institute recognized by the University Grants Commission, New Delhi, as equivalent there to. The graduation should be with three year of regular study after passing Senior Secondary Examination (10+2) or its equivalent of an approved Board with mathematics as a compulsory subject at either (10+2) or during Graduation.
- 2.2 Non-resident Indian (NRI) candidates shall also be eligible for admission to MCA in accordance with directives of the Government of Madhya Pradesh, Bhopal provided they satisfy the criterion of clause 2.1 above.
- 2.3 The admissions to MCA course shall be governed by the norms laid down by the Department of Technical Education, Government of Madhya Pradesh.
- 2.4 Admission under these Course will be made as follows:
  - (a) The University will issue admission notification in news papers, on the University's website, notice board of the University and on order publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice board of the University/ University's website/ or the student will also be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
  - (d) The application form may be rejected due to any of the following reasons:-
    - The candidates does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed
    - The application form is not signed by the candidate and his/her parent guardian, wherever required
    - Supporting documents for admission are not enclosed.
  - (e) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary document / fees.
  - (f) Admission rules as framed by the University shall be applicable for all admission from time to time.
  - (g) Reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.
- 2.5 Fees for the Course shall be as per decision of Board of Management of University and the number of seats as per Statute 24.

### 3.0 EXAMINATIONS – PROMOTIONS TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES

As per Ordinance No.5

#### 4.0 RE-ADMISSION

4.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Head of the Department, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

#### 5.0 DURATION OF COURSE

5.1 One hour of conduct in Lecture (L)/ Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

5.2 The maximum duration of the course shall be six years. However, for one mercy attempt can be given by the Vice-Chancellor of University on reasonable ground.

#### 6.0 MERIT LISTS

6.1 Merit list of first 10 candidates in the order of merit shall be declared by the University at the end of sixth semester on the basis of the integrated performance of all the semesters, securing at least first Class and passing all semester examinations in single attempt.

#### 7.0 ATTENDANCE

As per Ordinance 11 Clause 6

#### 8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 8.1 The medium of instruction and examination shall be English throughout the course of study.
- 8.2 The subjects to be studied in different semester of M.C.A. of 3 years course shall be as per the schemes approved by the Board of Studies of the University.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this ordinance, or in the event of difference of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 12**

### **Master of Pharmacy (M.Pharm) Postgraduate Program**

This Ordinance shall be applicable to candidate admitted for Master of Pharmacy degree course, following the norms of PCI.

1.0 The post graduate degree in pharmacy of two year duration shall be designated as M.Pharm.

#### 2.0 ADMISSIONS

- 2.1 Every applicant for admission to first semester of M.Pharm. shall have passed B.Pharm, or equivalent examination, as applicable, with at least 55% marks in aggregate. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
- 2.2 For sponsored candidates the minimum qualification shall be B.Pharm with 50% marks and at least years of experience.

- 2.3 The admissions to M.Pharm course shall be governed by the applicable norms, laid down by the Government of Madhya Pradesh.
- 2.4 The admission procedure & fees shall be as per decision of Board of Management of the University & number of seats shall be as per Statute 24.
- 2.5 Reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

**3.0 EXAMINATIONS – PROMOTIONS TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES**

As per Ordinance No.5

- 4.0 The third and fourth semester is for project work. During these semesters the candidate shall devote himself/herself for the research work, in connection with any of the aspects of pharmaceutical science and assigned to him/her by the Head of the Department concerned. At the end of third semester the candidate shall submit the synopsis of his/her allotted research work and will appear in the viva-voce examination. Prior to submission of dissertation, shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her to the University. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

**5.0 READMISSION**

- 5.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Head of the Department, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration course for such readmitted candidate shall be counted from the date of his/her first admission.

**6.0 DURATION OF COURSE**

- 6.1 One hour of conduct in Lecture (L)/ Tutorial (T) and two hours of conduct in Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 6.2 The maximum duration of the course shall be four years. However, for one mercy attempt can be granted to student by the Vice-Chancellor which should be not more than one year on satisfactory reason.

**7.0 MERIT LISTS**

- 7.1 In the notification declaring the results of the final semester examination for the Degree of M.Pharm. the names of the first five candidate in order of merit shall be notified by the University, securing at least first Class and passing all semester examinations in single attempt.

**8.0 ATTENDANCE**

As per Ordinance 11 Clause 6

**9.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

- 9.1 The medium of instruction and examination shall be English throughout the course of study.
- 9.2 The subjects to be studied in different semester of M.Pharm shall be as per the schemes approved by the Board of Studies of the University.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 13**

#### **Five Years Integrated Postgraduate Program (5YPGDI)**

This ordinance shall be applicable to candidate admitted for Integrated Post Graduate programme.

1.0 The Integrated Post Graduate Five Year (Ten Semesters) Engineering Programme shall be designated as Master of Technology Integrated Programme conducted by University Teaching Department (UTD) revised as 5 YIPGD in various branches.

1.1 The branches of study for five year course shall be:

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Communication Engineering, Computer Science Engineering, Information Technology, Electrical & Electronics Engineering, Architecture Engineering, Rural technology, Electronics & Instrumentation, Automobile Engineering, Chemical Engineering, Metallurgical Engineering, Mining Engineering, Textile Engineering, Production Engineering, Fire Technology & safety Engineering, Instrumentation & Control Engineering, Bio-Medical Engineering, Biotechnology and Industrial Engg. & Management, Nano-Technology.

The courses shall be offered as per AICTE norms.

The Board of Management of University may add 5 YIPGD in other branch also.

#### **2.0 ADMISSIONS**

2.1 Minimum qualification for admission to the first year 5YPGDI programme shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme in first Class with Physics, Chemistry and mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

2.2 Eligible candidates as specified in Clause 2.1 shall be admitted in the programmes referred in Para 1.1 here, only on merit basis of a National level Entrance Examination (NLEE) conducted by this University for this purpose. The details of which shall be notified on the website of the University and in news papers.

- 2.3 The reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
- 2.4 Lateral entry of a student shall not be permitted at any stage of the programme.
- 2.5 The admission procedure shall be as per decision of Board of Management of the University.
- 2.6 The fees course shall be decided by Board of Management of the University and number of seats for course shall be as per statute 24.

### 3.0 EXAMINATIONS – PROMOTIONS TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES

As per Ordinance No.5

### 4.0 DURATION OF PROGRAMME

- 4.1 One hour of conduct in Lecturer (L)/ Tutorial (T) / Practical (P) per week shall equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.3 The maximum duration of the course shall be seven years. However, for one mercy attempt can be granted to student by Vice-Chancellor which should be not more than one year on satisfactory reason.

### 5.0 MERIT LIST

5.1 Branch wise merit list of first five(5) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for 5 YIPGD programme, on the basis of the integrated performance of all the five years. The merit list shall include the first five candidates securing at least first Class and passing all semesters in single attempts.

### 6.0 ATTENDANCE

As per Ordinance

### 7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1 The medium of instruction and examination shall be English throughout the programme of study.
- 7.2 The subjects to be studied in different semester of 5 years course shall be as per schemes approved by the Board of Studies of the University.
- 8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this ordinance, or in the event of difference of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 14**  
**Bachelor of Law (LL.B) Graduate Program**

The Ordinance shall be applicable to candidates for Bachelor of Law (LL.B) degree, in accordance with the norms laid down by BCI

**1. ADMISSION:-**

- 1.1 The qualifying level for seeking admission to Bachelor of Law is that the candidate shall have obtained 50% marks at 10+2 level. The admission will be on merit basis and other qualification as decided by Board of Management of University for SC&ST the minimum percentage for admission will be 45%. To determine the merit for admission of such candidates who have secured equal marks in the qualifying examination, the percentage of marks secured by the candidate at the intermediate or equivalent examination will be determining factor of merit for admission.

If the marks obtained at the intermediate or equivalent examination by two or more candidates are the same, in that case the candidates senior in age will get preference in the merit list. The weightage for girls shall be 5% of marks obtained in qualifying examination.

Provided that the admission criteria shall be as per the norms of BCI.

- 1.2 A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent thereof shall be admitted to the programme.
- 1.3 Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

**2. EXAMINATION:**

- 2.1 There shall be the following three examinations for the Degree of Bachelor of laws, viz:-

- 1) LL.B (Part – I) Examination 1<sup>st</sup> & 2<sup>nd</sup> Semester
- 2) LL.B (Part – II) Examination 3<sup>rd</sup> & 4<sup>th</sup> Semester
- 3) LL.B (Part – III) Examination 5<sup>th</sup> & 6<sup>th</sup> Semester

- 2.2 Examination: prosecution of a course of study for one academic year means at least 75% attendance of the lectures and tutorials held in an academic session. The deficiency in attendance, if any, in the case of a student, may be condoned in accordance with the provisions of Ordinance of the University in this behalf.

- i. The strength as a section in a law class should not exceed 80 students in any class.

**3. Rules for promotion to the next semester and higher class of 3YDC:**

**(b) From odd semester to even semester :**

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even semester of that year (i.e. from I to II, from III to IV and from V to VI semester) irrespective of failing in any number of theory and practical examination of that semester.

**(ii) From even semester to odd semester:**

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:

- (a) A backlog of two papers (Theory and/or Practical) for his promotion from Second semester of LL.B First Year to Third Year Semester of LL.B Second Year.
- (b) A backlog of four papers (Theory and / or Practical) inclusive a backlog of two papers of LL.B First year) for his promotion from Fourth Semester of LL.B Second Year to Fifth Semester of LL.B Final / Third year.

(iii) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

- (i) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks.
- (ii) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.

#### 4. Ex-studentship:

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B First Year, LL.B Second Year and LL.B Third/Final Year as under:

- (a) Ex student in LL.B First Year – If he carries backlog of three or more papers in first and/or second semester of LL.B First year.
- (b) Ex student in LL.B Second Year – If he carries backlog of three or more papers in Third and/or Fourth semester of LL.B Second year.
- (c) Ex student in LL.B Third/ Final Year – If he carries backlog of any paper in Fifth Sixth semester of LL.B Third/ Final year.

5. A candidate failing in aggregate in any semester and carrying any semester by reason thereof in LL.B First year, Second Year and/or LL.B Year or after the declaration of his result of Sixth Semester of LL.B Third/Final Year shall also be deemed to be, an Ex-student. He shall be entitled to pass the, backlog of semester for passing in aggregate.

6. Revaluation of answer books shall be allowed as per provision of ordinance No.6 of University.

7. The subjects and papers for each year of LL.B shall be prescribed by the Faculty of Law on the recommendation of the Board of Studies: Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration 4.

8. If not provided otherwise the candidates will have to pass separately in written papers and practical.

9. The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Class to successful candidates for the LL.B degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total



marks obtained by him at the LL.B First year, Second Year and Final Year Examinations i.e. all Six Semesters as under:

First Class 60 percent or above of the aggregate marks

Second Class 50 percent or above of the aggregate marks

Note (i) No third Class shall be awarded.

(ii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B degree course in First Class with distinction.

(iii) V.C. Grace Mark as per rule can be awarded.

10. For each paper there shall be lecture classes for at least 24 hours per week.

11. Candidates appearing for the LL.B examination shall have the option of answering questions through the medium of Hindi. (Devnagri Script) or English.

12. In order to be successful in any of the LL.B Part I the LL.B Part II and LL.B Part III examination must obtain at least 36% marks in each theory papers as also separately than tutorial work, practical training etc. besides obtaining at least 48% marks in the aggregate of all theory papers and tutorial work & practical training etc.

13. Supplementary Examination and provision of grace mark shall be as per decision of Board of Management on the recommendation of Board of Studies.

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 15**

### **Bachelor of Education (B.Ed) Graduate Program**

The Ordinance shall be applicable for the award of Bachelor of Education (B.Ed) degree, as per norms laid down by NCTE.

1. The Duration of Degree of bachelor of Education of the University shall spread over one academic year.
2. A person who has obtained a bachelor's degree recognized as equivalent for the purpose, securing at least 50% marks in an Examination, shall be eligible for admission in the course for the Degree of Bachelor of Education.

Provided that the Vice-Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both for selection of candidates for admission to the B.Ed. course of the University, as deemed necessary.

Provided further that in the case of untrained teachers in Government Schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of Class or Grade as prescribed by Para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director/principal of the institution concerned.

Provided further that all norms laid down by NCTE shall be followed.

3. Attendance

As per Ordinance 11 clause 6

4. Candidates intending to present themselves at the examination shall submit their applications on prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates:
  - i. Of good conduct
  - ii. Of fitness to appear at the examination
  - iii. Of having completed regular course of study by attending at least the minimum number of classes / practices as required by Para 3 above.
5. a. The examination shall consist of two parts, namely:-
  - i. Part – I – Theory
  - ii. Part – II – Practical and Sessional
- f. The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.
- g. (i) The written part of the examination shall be held in the month of April every year. Actual date of commencement of examination will be notified by the Registrar in advance.  
  
(ii) The practical part of the examination shall be arranged by the Principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar from time to time.
- h. Practical & reasonal work shall be as per decision of Board of Management of the University.
6. Class
  - (a) Examinees obtaining 40% or more but less than 50% marks shall be placed in Third Class.
  - (b) Examinees obtaining 50% or more but less than 60% marks shall be placed in Second Class.
  - (c) Examinees obtaining 60% or more marks shall be placed in First Class.
7. The head of the school providing courses of B.Ed. degree shall send the statement of marks obtained by the students to the COE/ Registrar.
8. Supplementary of Examination
  - (a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately.
  - (b) An examinee who after having appeared in the examination but fails in not more than two papers and not more than three marks but secures the minimum aggregate marks prescribed for a pass, shall be entitled to a grace up to three marks in order to pass the examination.
9. The Vice Chancellor may condone the deficiency of one mark in case a candidate failing or missing a Class by one mark subject to the condition that where the deficiency of one mark is so condoned it shall nowhere be added.

10. The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the theory examination was completed publish the results of the examination by announcing the roll numbers and names of successful candidates.
11. In the notification declaring results of the examination names of successful candidates who secure First Class separately in each part of examination shall be arranged in order of merit.
12. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 16**

#### **Bachelor of Physical Education (B.P.Ed) Graduate Program**

This Ordinance shall be applicable to candidates admitted to bachelor of Physical Education (B.P.Ed.) as per norms laid down by NCTE. Duration of course will be 3 years each year shall be of 2 semesters.

**1. Admission:-**

A candidate who after passing his Higher Secondary (10+2) Examination in any discipline of M.P. Board of Secondary Education or any examination forms a recognized Board shall be admitted to the B.P.Ed. First year examination.

**2. Fees of the course shall be as per Statute 24.**

3. For all B.P.Ed. First, Second and Third year examinations a candidate will be declared successful if He/She obtains at least 33% of the aggregate marks in the subject, the examinee must pass separately in both theory and practical examinations. No Class will be assigned in the result of the B.P.Ed. First and Second year examinations. A Class in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in all three years i.e. B.P.Ed. Second and B.P.Ed. Third year examinations consisting of six semesters.

4. A successful candidate who obtains percentage of marks between 33% to 45% shall be placed in Third Class; those who obtain between 45% to 60% of marks shall be placed in second Class and those candidates who obtain 60% or above percentage of marks placed in first Class.

5. The details of courses for 3 year B.P.Ed. Semesters wise, will be decided by Board of Management on the recommendation of Board of Studies & Academic Council from time to time.

6. Regarding attendance, merit list, condonation of deficiency etc. will be as per Ordinance of University from time to time for this purpose.

7. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 17**

#### **Master of Physical Education (M.P.Ed) Postgraduate Program**

This Ordinance shall be applicable to candidates admitted to Master of Physical Education (M.P.Ed).

##### **1. ADMISSION:-**

- 1.1 A candidate who, after taking his bachelor's degree of Physical Education of the University or at any recognized University of India or any other examination, equivalent of the B.P.Ed. Degree of the University shall be admitted to for the degree of master of Physical Education.
2. The Duration of course will be 2 years spread to 4 semesters.
3. The fees shall be as per Statute 24.
4. For both previous and final examination a candidate will be declared successful if she/he obtains at least 36% of the aggregate mark in all subjects. The examinee must pass separately in both theory and practical. No Class will be assigned for the result of the previous examination. The Class in which a candidate is place shall be determined on the basis of aggregate marks obtained in both the M.P.Ed. Previous and Final Exams.
5. Successful candidates who obtain 60% or more of the aggregate shall be placed in the first Class. Those obtaining less than 60% but not less than 48% will be placed in the Second Class. All these successful candidates obtaining less than 48% placed in the Third Class. Candidates obtaining less than 36% will be declared failed.
6. The details of courses for 2 year M.P.Ed. will be decided by Board of Management on the recommendation of Board of Studies & Academic Council of the University.
7. The other rules regarding attendance, examination, etc. maximum duration of course will be as per Ordinance of University from time to time for this purpose. Provided further that norms laid down by NCTE shall be followed.
8. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 18**

#### **Master of Business Administration (MBA) Postgraduate Program**

This Ordinance shall be applicable to candidates admitted to Master of Business Administration (MBA) Course, as per AICTE norms.

##### **1. ADMISSION:-**

1. Only such candidates of any faculty of statutory University who have secured at least 50% marks in the Degree examination or 50% marks at the post-graduate examination shall be eligible to

apply for admission to M.B.A. (full-time) course. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time. Reservation and relaxations for SC, ST and other will be candidates as per M.P. Government admission rules.

A candidate seeking admission to three year part-time M.B.A. programme should be a Graduate/Post-Graduate in any discipline with at least second Class/marks from this University or any other statutory University. She/he should also have a minimum of two year's full-time experience after graduation in executive position.

## 2. SEMESTER EXAMINATION:

As per Ordinance 5 of the University.

## 3. Fees shall be as per Statute No.24

## 4. Scheme of Evaluation

The scheme of evaluation external & internal assessment shall be as per decision of Board of Management on the recommendation of Board of Studies.

## 5. Minimum Percentage of Mark to pass:

- a) The minimum percentage of marks to pass the examination in each semester, shall be
  - i) 40% in each written paper and Internal Assessment separately and 50% in aggregate.
  - ii) 50% in the aggregate of each semester examination.
- b) Promotion to next semester.

## 6. PRACTICAL TRAINING

- (a) Every full-time student of M.B.A. programme shall be required to undergo practical training for six to ten weeks, preferably, during summer vacation, in an organization and in the area approved by the Head of Institute.
- (b) A full-time student will write a report based on his/her training & industrial visits organized by the institute from time to time.
- (c) A part time student will submit a brief Report/Project Report based on the area of his/her specialization, preferably in the candidates own organization.
- (d) All such reports shall be certified by the concerned organization and the Head of the Department of TECHNO GLOBAL UNIVERSITY. Institute. Such reports should be submitted in duplicate will be forwarded for evaluation.
- (e) The report shall be evaluated by examiner approved by the Vice-Chancellor, from the panel of examiners submitted by the Institute/examination Committee, for the purpose.

## 7. COMPREHENSIVE VIVA-VOCE

There will be a comprehensive viva-voce will be held at the Institute of the Fourth (full-time programme) / sixth (part-time programme) semester to assess the student's overall performance on conclusion to the programme in general and to build confidence in them. Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of Examiners approved by the Vice-Chancellor from the PANEL of examiners submitted by the Institute, for the purpose.

The marks awarded to the students shall be on the Record of the Institute and shall be forwarded to the Controller of Examination on conclusion of the 4<sup>th</sup> (full time programme) 6<sup>th</sup> (part-time programme) semester examination, for incorporation in the final result of the student.

8. RE-APPEAR CLAUSE

As per decided by Board of Management on the recommendation of Board of Studies.

9. AWARD OF CLASS

No Class shall be awarded in semester examinations. Successful candidates in all four/six semesters will be classified on the basis of combined result of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters for part-time students respectively as follows:

Candidates securing 60% and above marks will be placed in the first Class. All other successful candidates shall be placed in second Class.

10. The details of courses for two year M.B.A. degree will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.

11. The MBA course will have specialization in HRM/Marketing/ Strategy/ Operations/ Family Business / Entrepreneurship / Public Policy & Governance & specialization course for working executives. Any other specialization will be decided by the Board of Studies with the approval of Academic Council.

12. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 19**

#### **Bachelor of Business Administration (BBA) /**

#### **Bachelor of Business Management Studies (BMS) Graduate Programs**

This Ordinance shall be applicable for the award of Bachelor of Business Administration, (BBA) / Bachelor of Business Management Studies (BMS) degree.

Events Management will be the specialization and any other specialization will be decided by the Board of Studies with the approval of Academic Council.

1. Admission

Candidates seeking admission to the first year of Bachelor of Business Administration course shall be required to have passed the Higher Secondary Examination (10+2) of M.P. Higher Secondary Board, or an examination recognized equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

2. Course Structure

The course structure and detailed syllabi shall be finalized by Board of Management on the proposal of Board of Studies and the faculty from time to time.

3. Fees shall be as per statute 24.

4. The duration of course will be 3 years spread to 6 semesters.
5. EXAMINATIONS – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES  
AS PER ORDINANCE NO.5
6. SCHEME OF EVALUATION  
As per decision of Board of Management on the recommendation of Board of Studies 12 field study every student of BBA programme on his/her exposure through industrial other related activities as assigned by Director/Head of the Department of the Institute, the student should submit study report to head of Department/school upto 20 to 30 pages.
7. EVALUATION OF FIELD STUDY REPORT  
The field Study Report shall be valued by the Examiner appointed by the University.
8. COMPREHENSIVE VIVA-VOCE  
There will be a comprehensive viva-voce at 6<sup>th</sup> semester to the students over all progress and performance based on the subjects as well as field study.  
The comprehensive viva-voce shall be concern to the Institute as notified by the University with the help of Examiners/Experts appointed by the University for the purpose from the panel of External examiners recommended by the examination committee. The marks awarded to student on this score shall be on the record and forwarded to the Registrar for incorporation in the final result of the student.
9. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 20**

#### **Bachelor of Commerce (B.Com) /**

#### **Bachelor of Commerce (Honours) [B.Com (Hons)] Graduate Programs**

This ordinance shall be applicable for the award Bachelor of Commerce (B.Com) and B.Com (Hons) Degree.

#### 1. Admissions –

Candidates seeking admission to the first year of bachelor of Commerce course shall be required to have passed the Higher Secondary Examination (10+2) of M.P.Higher Secondary Board, or an examination recognized equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

#### 2. Fees shall be as per Statute 24.

#### 3. The duration of course will be 3 years spread to 6 semesters.

#### 4. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a

decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

5. The B.Com will have specialization in Accounting & Finance, Advertising and B. Com (Hons.) will have specialization in Investment Banking, Financial Risk Management and any other specialization will be decided by the Board of Studies with the approval of Academic Council.

### **Ordinance No. 21**

#### **Bachelor of Arts Honours [BA(Hons)] Graduate Program**

This Ordinance shall be applicable to candidates admitted for Bachelor of Arts (B.A. Hons.) Degree.

#### 1. Admission

Candidates seeking admission to the first year of Bachelor of Arts course shall be required to have passed the Higher Secondary Examination (10+2) of M.P. Higher Secondary Board or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a group Discussion or on the basis of merit list.

#### 2. Fees shall be as per Statute 24.

#### 3. The duration of course will be 3 years spread over 6 semesters.

#### 4. EXAMINATIONS – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES AS PER ORDINANCE NO.5

#### 5. Every candidate for the B.A. examination shall be examined in:-

- (a) Compulsory subject: Foundation Course
- (b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups

- (1) Hindi special or Urdu special, Criminology, Mathematics
- (2) Political Science, Psychology, Philology, Linguistics
- (3) Economics, English Special, Sociology / Social Work or Maths
- (4) History, Philosophy, Music, Anthropology
- (5) Sociology/Social Work, Ancient Indian History, Education
- (6) Geography, Hindi Special or English Special, Political Science
- (7) Home Science or Sociology/ Social Work, Political Science, Economics
- (8) Sanskrit/Persian, Economics, Political Science
- (9) Political Science, Sociology/Social Work, Economics
- (10) Political Science, Economics, Sociology or Maths.

#### 6. The scope of studies of Part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

#### 7. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a



decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 22**

### **Master of Arts (MA) / Master of Social Works (MSW) Postgraduate Programs**

This ordinance shall be applicable to candidates admitted to Master of Arts (M.A.) degree.

1. **ADMISSION:-**

- (a) A candidate is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any recognized University in India.
- (b) A candidate while, after taking his bachelor's degree of the University or of any recognized statutory University in India, has completed a regular course of study in the department of the University in the subject in which he offers himself for examination, for one year, shall be admitted to the examination for the degree of Master of Arts selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

2. (a) The subject of the examination shall be one of the following:-

- (i) English Literature (ii) Hindi Literature (iii) Economics (iv) Philosophy (v) Political Science (vi) History (vii) Ancient Indian History, Culture and Archaeology (viii) Sanskrit Literature (ix) Mathematics (x) Geography (xi) Sociology (xii) Psychology (xiii) Business Economics (xiv) Music (xv) Public Administration (xvi) Rural Development (xvii) Master of Social Work (xix) Foreign Language (xxi) Drawing and Painting (xx) Education.

Provided that Board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

- 3. Fees shall be as per Statute 24.
- 4. Duration of Course: - Duration of course will be 2 year spread to 4 semesters consisting M.A. Previous & M.A. Final year examination.
- 5. EXAMINATIONS – PROMOTION TO HIGHER SEMEMSTER AWARD OF CREDITS AND GRADES, CLASS AND CONDONATION OF DEFICIENCIES AS PER ORDINANCE NO.5
- 6. The other rules & regulation for Master of Arts in different subject will be as per Ordinance exists in this University for obtaining degree.
- 7. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 23**

### **Bachelor of Science (B.Sc) Graduate Program**

This Ordinance is applicable to candidates admitted for B.Sc. Degree

## 1. Duration

Degrees of Bachelor of Science shall be of 3 years duration & shall consist of Part I, II and III (final).

## 2. Admission

(a) A candidate who, after passing (i) Preparatory Examination conducted by any Statutory University or (ii) Higher Secondary Examination of a Board of Higher Secondary Education of a State in the Union of India or (iii) any other examination recognized by the University as equivalent thereto, has attended a regular course of study in the Teaching Department of the University for one academic year shall be eligible for appearing at the B.Sc. part I examination. A candidate who, after passing (i) the B.Sc. part I examination of the UNIVERSITY or (ii) intermediate examination

Or

(b) A candidate who has passed the B.Sc. part II Y.D.C. of the University and has completed a regular course of study for one academic year shall be admitted to the B.Sc. Part III (final) examination provided he offers the same subjects which he had offered at the B.Sc. part II examination.

Or

(c) A candidate who has passed the B.Sc. part II of Three Y.D.C. from any other Statutory University of the State, and has completed a regular course of study for one academic year will be admitted to the B.Sc. Part III (Final) examination provided he offers the same subject as at the qualifying examination and the syllabus are almost identical and of the same standard.

(d) Besides regular students and ex-students and subject to their compliance with this Ordinance, Non-Collegiate students shall be eligible for admission to the examination as of Ordinance of the University for Examination.

## 3. Course for B.Sc.

3.1 Every candidate appearing at the B.Sc. part I examination shall be examined in:

(a) Foundation Course (Compulsory) for all students.

(b) Any one of the following combinations:

- i. Physics, Chemistry, Maths
- ii. Physics, Chemistry or Statistics, Geology
- iii. Physics, Maths Statistics
- iv. Physics, Chemistry and Military Science
- v. Physics, Maths, Military Science or Geology
- vi. Physics or Chemistry, Botany, Zoology
- vii. Physics, Maths, Botany, Geology
- viii. Physics or Chemistry, Zoology, Geology
- ix. Physics or Chemistry, Botany, Military Science
- x. Physics or Chemistry, Zoology, Military Science
- xi. Physics, Chemistry or Electronics, Maths
- xii. Chemistry, Botany or Zoology, Environment

## xiii. Physics, Computer Science, Maths

Provided that the courses of studies for Physics offering combination from (vi) to (x) shall be those prescribed for non-mathematical students (Group).

3.2 Every candidate appearing at the B.Sc. Part II and III (Final) shall be examined in General English or general Hindi

Any one of the following combinations:

- i. Physics, Chemistry and Mathematics
- ii. Chemistry, Botany and Zoology
- iii. Physics, Chemistry and Geology or Military Science
- iv. Physics, Mathematics and Statistics or Military Science or Geology
- v. Chemistry, Zoology, Geology or Military Science
- vi. Chemistry, Botany, Geology or Military Science

3.3 The candidates shall be required to offer the same combination of subjects at the B.Sc. part III (Final) examination, as offered by them at the B.Sc. Part II examination. The combination of subjects for the B.Sc. part II class shall be from among the subjects offered by them at the B.Sc. Part I.

Provided that a candidate may be permitted to offer Geology as one of the subjects for the B.Sc. Part II examination even if Geology was not one of his subject for the B.Sc. Part I examination. In such cases, the candidate shall be examined in the Geology paper prescribed for the B.Sc. Part I examination in addition to the papers prescribed for the B.Sc.

Part II examination and his result at Part II examination shall be declared only after he has passed in the paper prescribed for the Part I examination.

#### 4. Minimum Marks to Pass Examination & Results

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the Part III examination, total marks obtained by the examinees at their Part II and Part III (Final) examinations in each subjects and in the aggregate shall be taken into account. No Class shall be assigned on the result of the B.Sc. Final Examination.

Provided that the marks obtained in General Hindi or general English of B.Sc. Part II and III (Final) shall not be taken into account in determining the Class of a candidate at the B.Sc. Final Examination.

- (c) Successful examinees at the Part I and Part III (Final) examinations obtaining 60% or more shall be placed in the First Class, those obtaining less than 60% but not less than 45% marks in the second Class and other successful examinees in the third Class.
  - (d) Any candidate who passed B.Sc. part I examination of the University may be allowed to offer additional subjects of B.Sc. Part I subject for qualifying for admission to Medical / Engineering colleges as the case may be at the next examination. If he secures the minimum pass marks in the subject as prescribed he shall be declared to have passed the examination.
5. The scheme and course for B.Sc. degree shall be (on the recommendation of academic council) of the University.
6. The attendance, examination etc. will be as per Ordinance of this University for this purpose.

7. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 24**

#### **Master of Science (M.Sc) Postgraduate Program**

This Ordinance shall be applicable to candidate admitted for Master of Science Degree.

1. The examination for the degree of Master of Science shall consist of two parts:-

- (a) The previous examination, and
- (b) The final examination

2. Qualification / Admission

- (a) A candidate who, after obtaining the degree of bachelor of Science of the UNIVERSITY or any Statutory University in India, has completed a regular course of study for one academic year in a Teaching Department of the UNIVERSITY shall be admitted to the Previous Examination for the degree of Masters of Science.
- (b) A candidate who, after passing the M.Sc. previous examination of the UNIVERSITY, has completed a regular course of study for one academic year in a Teaching Department of the University, shall be admitted to the Final Examination for the degree of Master of Science in the subject in which he has passed the previous examination.
- (c) A candidate who has passed the previous examination for the Degree of Master of Science of another University may also be admitted to the Final examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for his previous examination a course of study of an equivalent standard with almost identical syllabus as is required for the previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a teaching Department of the UNIVERSITY.

3. Examination

- (a) The examinations shall be by theory and practical including Sessional, except in the case of Mathematics where the examination shall be by means of theory papers only.
- (b) Besides regular students and ex-students and subject to their compliance with this Ordinance.
- (c) The subject of examination shall be one of the following:
  - i. Mathematics
  - ii. Physics
  - iii. Chemistry
  - iv. Zoology
  - v. Botany
  - vi. Geology

- vii. Military Science
- viii. Statistics
- ix. Environmental Biology
- x. Microbiology
- xi. Electronics
- xii. Food Science Technology
- xiii. Geo Informatics
- xiv. Mathematical Economics

Provide that the Board of Management of the University can add more subjects.

- (d) Any candidate who has passed the M.Sc. examination of this University in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect.

Provided that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

#### 4. Marks Required for passing the Examination

- (a) For both the previous and the final examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject. "Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each."
- (b) No Class will be assigned on the result of the previous examination. The Class in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous and Final examination.
- (c) Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First Class those obtaining less than 60% but not less than 48% in the second Class and all other successful candidates obtaining less than 48% in the third Class plus percent marks in each paper are also in.
5. Regarding scheme in M.Sc. shall be as per decision of Board of Management of the University, as per attendance fees and intake of student shall be as per Ordinance of the University.
6. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 25**

#### **Master of Commerce (M.Com) Postgraduate Program**

This Ordinance shall be applicable to candidates admitted for Master of Commerce (M.Com.) degree.

1. The course for the degree in Master of Commerce spread over two academic year and examination shall consist of two parts:
- (a) The previous examination, at the end of first year and

- (b) The final examination, at the end of second year
2. A candidate who, after having passed the final examination for the B.Com. degree from this University or in a Statutory University in India, has completed a regular course/study in the teaching department of the University, in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Commerce.
  3. (a) A candidate after passing the M.Com previous examination of the University has completed a regular course of study for one academic year in a teaching department of the University, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of Master of Commerce.

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another University may also be admitted to the final examination for the degree of Master of Commerce after obtaining necessary permission from the Vice-Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a teaching department of the University.

4. Besides regular students and ex-students and subjects to their compliance with this Ordinance, non-collegiate candidates shall be eligible for admission to the examination as per provisions of the Ordinance related matter and provided that if they fulfill other conditions of Ordinances.
5. (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the board of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.  
(b) The examination shall be conducted by means of written papers, in both previous and in final examination there.
6. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.
7. In order to be successful at any of the previous and final examination an examinee must obtain at least:-

- (i) 20% of marks in each of the theory papers separately.
- (ii) 36% of marks in the total of all theory papers taken together.
8. (a) Examinees of the previous examination obtaining mark not less.  
(b) Successful candidates of the final examination shall be placed in a Class on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:
  - (i) Those obtaining 36% or more but less than 48% of marks in the aggregate Third Class.
  - (ii) Those obtaining 48% or more but less than 60% of marks in the aggregate Second Class.
  - (iii) Those obtaining 60% or more marks in the aggregate First Class.
- (c) In the case of a candidate permitted to appear, after having passed the previous examination of another University, at the final examination of the University, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the University, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.

- 9.(a) A regular candidate of a teaching department of the University, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafide reason to appear there to may reappear at subsequently as an ex-student in accordance with the provision and on fulfillment and the conditions of Ordinance and regulations.
- (b) An ex-student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account of case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.
10. (a) Regular students undergoing regular course of studies in a teaching department of the University, who have obtained not less than 60% marks in M.Com.(previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.
- (b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him/her by the University Teaching Department.
- (c) A regular student who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through Head of the School/Department concerned, three printed or typed copies of it duly countersigned by the Supervisor so as to reach the Registrar by a date preceding by three week the date of commencement of the winter examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.
- (d) An ex-student candidate for the final examination who was, a regular candidate from a teaching department. Permitted, under the provisions of sub Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the Head of the Department of which he/she was a regular student to submit either a revised dissertation on the same topic on which work was done previously or a dissertation on a fresh topic assigned by the faculty in consultation with the Head of the Department.
- Provided (i) that the candidate shall apply for such permission to the Registrar, through the Head of the Department concerned at least three months before the date commencement of the examination and if permitted, shall work for it under the guidance of a faculty in the School/department of the University as assigned by the Head/Director and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).
11. A candidate who has passed the M.Com examination of the University may on submission of an application on prescribed form together with necessary fee, be allowed, subject to the provisions of Ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.
- Provided that a candidate who has been granted permission for re-appearing at the examination may be treated, if he/she had been in the first instance a regular student of a department, ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the department or production of a residence certificate.

13. The Controller of Examination/ Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the examination was over.
14. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.
15. The other rules & regulation for master of Commerce degree & examination etc will be as per Ordinance of University for this purpose from time to time or as per approval of Board of Management the University for this Course.
16. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 26**

#### **Master of Education (Regular Course) (M.Ed) Postgraduate Program**

The Ordinance shall be applicable for the award of Master of Education (M.Ed.) Course as per applicable norms.

#### 1. Eligibility for Admission

- i. A person who has passed examination of Bachelor Degree of University and has hereafter passed B.Ed. from this University or any recognized University, shall be eligible for admission to the examination for the degree of Master of Education.
- ii. The candidate shall be granted admission according to approved rules of the University.

#### 2. Duration of the Course

The courses of instructions for the Degree of Master of Education, regular courses of this University shall be of one academic year.

#### 3. Mode of Instruction

- i. The course of study shall include learning and teaching through Regular.
- ii. Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- iii. Medium of instructions shall be Hindi/English.

#### 4. Assignments

- i. During the period, assignments and lesson packages will from the study of the programme.
- ii. Completed assignments shall be deposited candidate in the intervening months. Assignments will serve as feedback and will be counted towards internal assessment in each paper.
- iii. The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.

#### 5. Scheme of Examination



- i. The scope of studies in different papers shall be such as is prescribed in Techno Global University.
- ii. The following shall be the scheme of examinations:

Part I – Theory (five papers)	500 marks
Written Assignments	100 marks
Part – II Dissertations	100 marks
Viva - Voce	100 marks
<b>Total</b>	<b>800 marks</b>

- iii) Details of the scheme are as follows :-

Scheme of Examination

**(A) Part 1 – Theory**

Paper	Written Assignment	Theory	Max Marks	Min.Marks required for passing
I	20	100	120	40
II	20	100	120	40
III	20	100	120	40
IV	20	100	120	40
V	20	100	120	40
<b>Total</b>	<b>100</b>	<b>500</b>	<b>600</b>	<b>200</b>

**Part II**

Dissertation	100	100	40
Viva-voce	100	100	40
	200	200	80

- iv) A candidate must secure minimum pass marks in A & B part separately. Class will be awarded on the basis of marks obtained in Part I & Part II taken together on the following basis:

1 <sup>st</sup> Class	-	60% & above
IInd Class	-	50% & less than 60%
IIIrd Class	-	40% & less than 50%

- v) Viva voce examination will be conducted by a Board of two examiners appointed by the University, one of whom shall be the guide for dissertation as far as possible.

- vi) Assignments and dissertation relating to Part I & II of the examination will have to be submitted before the theory examination.
- vii) The viva-voce examination shall be arranged by the University after the theory examination.
- viii) The merit list of candidates securing first 10 positions in the first Class will be notified by the University.

#### 6.Ex-students

- i. A candidate failing in either or both of the two parts may, reappear as an Ex-student, in the part concerned or in the whole as the case may be, at a subsequent examination without being required regular course of studies again, subject to his/her complying with the provisions of Ordinance and regulations of Techno Global University from time to time. Provided that such advantage of appearing at the examination as ex-student shall be admissible for a period of two years from the date when the candidate had appeared at the examinations as a regular candidate.
- ii. An ex-student seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form indicating the papers and parts of the examination intended to appear to the VICE CHANCELLOR before the date fixed for the purpose together with such fees and documents as are required of him/her shall be governed by the provisions of all relevant Ordinance of the University.
- iii. Marks of internal assessment if they are above the minimum prescribed for a pass, shall be brought forward for the purpose of results at the subsequent examination.

#### 7.Fees of the course

The candidate will have to pay such fees as decided by the Institute authority from time to time.

- 8.University examinations will be conducted in Madhya Pradesh at suitable enters as decided by the authorities of the University.

#### 9.General:

In all matters pertaining to the course, the decision of the Vice-Chancellor of the University shall be final and as per Ordinance of the University for this purpose.

- 10. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 27**

#### **Master of Philosophy (M.Phil) Postgraduate Program**

The Ordinance shall be applicable for the candidate admitted in MASTER OF PHILOSOPHY (M.Phil) degree.

1.ELIGIBILITY FOR ADMISSION:- As per Ordinance No.48 for PhD.

2.SELECTION OF CANDIDATES :- As per Ordinance No.48

**3.DURATION AND PLACE OF COURSE:**

The course of studies for the degree of Master of Philosophy shall spread over one academic session which can be extended to two years by Vice Chancellor on reasonable reason (recommendation of is must Department).

4.FEES: As per Statute 24.

**5.SUBJECT :**

The subject for the examination shall be one of the following viz:

Broadcast, Advertising , Development Communication, Online Media, Marketing Communication, Public Relations, Animation & Graphics, Print & Media, Photography, Broadcast, New Media, Finance, Human Resource Management, Entrepreneurship, Strategic Studies, Good Governance, Family Business , Events, Hospitality & Tourism, Accounts, Commerce, Finance, Banking, Insurance, Economics ,Mathematics, Statistics , Social Work, Public Administration, Sociology, Psychology, Political Science, History, English & Foreign Languages, Visual & Performing Arts, Design, Fashion Technology, Home Sciences, Adult and Continuing Education & Extension, Teacher Training & Non - Formal Education, Computer Arts and Animation & Games, Life Sciences, Physical Sciences, Nuclear Sciences, Biotechnology, Nanotechnology, Environmental Studies, Energy Studies, Forestry, Cell Biology, Biochemistry, Genetics, Microbiology, Chemistry of Macromolecules , Molecular Biology, Plant Physiology, Animal Physiology, Biophysics & Structural Biology, Immunology, Animal Developmental Biology, Plant Developmental Biology, Computational Biology & Bioinformatics, Biostatistics, Urban Planning, Architecture, Human Rights, Intellectual Property & Business Law, Constitutional & Administrative Law, Criminal Law, Cyber Law & Information Security, Sports Science, Yoga, Physical Education, Public Health, Biochemistry, Biostatistics & Medical information, Community Medicine, Nursing Optometry , Health hygiene, Paramedical Sciences, Diet & Nutrition, Hospital Management, Health Care Management, Health Service Management, Dental Science, Pharmacology, Pharmacognosy, Pharmaceuticals, Pharmaceuticals Chemistry, Agronomics , Horticulture , Plant Breeding, Animal Husbandry, Plant Protection, Plant Pathology, Soil Sciences & Agriculture Chemistry, Food Processing, Post Harvest Technology.

Provided that the Board of Management may on the recommendation of the Academic Council include one or more additional subjects for the M.Phil course as per norms of UGC.

**6.EXAMINATION:**

- i. The examination shall be conducted generally by means of internal assessment three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce examination.
- ii. The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
- iii. The scope of studies in different subjects shall be as prescribed by the Academic Council on the recommendation of the Board of Studies and the Faculties concerned from time to time and published by a notification.
- iv. The written part of the examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the University. Provided that the first year of introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.

The practical part of the examination which shall be conducted jointly by a teacher in the Department and two External Examiners appointee for the purpose, may be arranged either before or after the theory examination in accordance with the convenience of the Department concerned.'

#### 7. RESEARCH / PROJECT WORK

- (a) Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him/her by the Head of the Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.
- (b) The candidate shall prepare a thesis on the research / project work done by him which must be characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts, capable, in either case, to advance knowledge in the subject.
- (c) The candidate shall submit three typed or printed copies of the thesis through the Department so as to reach the office of the Registrar preceding by at least three weeks the date of commencement of the written examination, together with
  - i. A declaration signed by him/her, that the thesis embodies the result of his / her own work.
  - ii. A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice Chancellor may, on the recommendation, of the Head of the Department, permit a student who could not prosecute the research / project in time the period can be extended.

8. (a) A student of University Teaching Department seeking admission to the examination therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department, viz.
  - i. Good Conduct,
  - ii. Fitness to present himself / herself at the examination and
  - iii. Having attended the classes as per Ordinance of Techno Global University

Candidates who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination, although he/she might have appeared in the practical examination which was conducted by the department before the start of theory examination.

9. (a) After the copies of thesis are received, Registrar shall send them to two external examiners for assessment for grade.
- (b) The viva-voce test shall be conducted by (i) two external examiners (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva-voce test.

10 (a) (i) In order to be successful at the examination a candidate must obtain:-

- i. Grade not below B in theory papers.
  - ii. Grade not below B in practical.
  - iii. Grade not below B in thesis.
  - iv. Grade not below B in viva voce test and
  - v. In overall grade not below B.
  - vi. Grades, Grade points, grade point averages and overall grades wherever necessary, shall be computed in accordance with the provisions of the Ordinance of the University relating to Grading and Internal Assessment.
- (b) A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alia the Grades and Grade points obtained by him/her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
- 11 (a) A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of Ordinance and regulation of the University, provided he/she fulfills all such conditions laid down in this and other Ordinance as are applicable to him/her from time to time.
- (b) (i) A candidate who has failed to obtain Grade B separately in the thesis and the viva-voce test, shall not be permitted to re-appear at the examination as an ex-student.
- (c) In the case of ex-student candidate the grades and grade points obtained by his/her previously in (a) Internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.
- (d) An ex-student candidate shall be required to present himself/herself again before (i) a board of viva-voce examiners constituted as per the provisions of Examination.
12. The Registrar/COE shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the examination is over but not later than the 60<sup>th</sup> day.
13. All candidates appearing in examination shall be required to abide by provisions and Ordinance of the University and such other ordinance directives, if any, as are applicable to them.
14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 28**

#### **Postgraduate Diploma in Tourism and Hotel Management (PGDT&HM)**

This Ordinance shall be applicable to candidates admitted to PG DIPLOMA IN TOURISM AND HOTEL MANAGEMENT (PGDT&HM).

## 1. ADMISSION

- (a) A candidate who has (a) passed the final examination for Bachelor's degree in any of the faculties of this University or an examination conducted by a University recognized as equivalent thereto for this purpose and (b) thereafter pursued a regular course study in a teaching department of the University in respect of the course, for one academic session shall be eligible for admission to the examination for post graduate diploma in Tourism and Hotel Management.
- (b) (i) Candidates for Regular course of study means attendance separately of at least 75 percent of lectures and practical work, seminar etc., during the session and in sending the records of attendance to the University the Head of the Department shall follow the rules laid down in Ordinance of the University for this purpose including deficiency in attendance.
- (ii) Any deficiency in attendance not exceeding 15 percent may be condoned, under the provisions of Ordinance of the University from time to time.
- 2.(a) Every candidate seeking admission to the examination shall have paid to the University such fee as is prescribed in this behalf and shall submit an application for the purpose, on a prescribed form together with necessary fees so as to reach the Registrar not later than the date preceding the examination that may have been fixed and notified earlier and shall produce with the application.
3. (a) The annual written examination shall be held as far as possible March – April every year, the actual date of commencement of examination notified in advance and at such centers as may be decided by Board of Management of the University.
- (b) Candidates shall be required to submit three typed copies of their project report which shall have been prepared under the guidance of the Head of the Department or under an approved teacher, so as to reach the Registrar not later than a date preceding by three weeks the date of commencement of the written examination, the viva-voce shall be arranged subsequently after assessment of the dissertation.
4. (a) In order to be successful at an examination an examinee shall be required to obtain:
- At least 40% marks in each of the theory papers.
  - At least 40% marks in the practical and
  - At least 40% marks in the aggregate of all theory papers and the practicals.
- (b) Successful examination shall be placed in Class in accordance with the following scale:
- Those who obtain 60% or more marks in the aggregate - First Class.
  - Those who obtain less than 60% but not less than 45% marks in the aggregate - Second Class
  - Those who obtain less than 45% but not less than 40% marks in the aggregate - Third Class.
5. Notwithstanding the provisions contained in the above paragraph, the Vice-Chancellor may condense the deficiency of one mark if any examinee is failing or missing a higher Class on by not more than one mark, where the deficiency so condoned, the one mark shall be added.
6. A candidate who fails at the examination, may, at his/her option, re-appear in it in a subsequent year as an ex-student without being required to undergo a further course of studies in the department. Provided that such a candidate shall fulfill all other conditions of this Ordinance as also of other Ordinances which are made applicable to him/her by the authorities of University.

7. The Registrar / COE, shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the written examination was over publish the result, accounting the names and Roll Nos. of the successful examiners.
8. In the notification declaring the result of the examination names of first five successful candidates who are placed in first Class may be arranged in order of merit.
9. SCHEME of examination for the post graduate diploma in Tourism and Hotel Management.

Paper No.	Title of the paper	Max.Marks	Min.Marks
(a) Theory	Survey of Indian History	100	40
Paper-I	And Culture		
Paper-II	Tourism, Principles and Practices	100	40
Paper-III	Tourist, Transport and Travel Agencies	100	40
Paper-IV	Hotel Management and Catering	100	40
Paper-V	India as a Tourist Destination	100	40
(b) Practicals			
	(i)Project Report	50 marks	
	(ii)Tour Report	25 marks	40
	(iii)Test for Verbal Exposition and Viva-voce	25 marks	
	<b>AGGREGATE</b>	<b>600</b>	<b>240</b>

- A. The project report should be examined by the external examiner.
- B. The tour report should be valued by the internal examiners.
- C. The viva-voce test will be examined by the Internal & External examiner as appointed by authorities of the University from time to time.
10. The MPDT&HM degree course will be Govern by such rules & regulation as approved by Board of Management of the University & also as per this purpose.
11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 29**

#### **Postgraduate Diploma in Computer Applications (PGDCA)**

This ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Applications (PGDCA) degree course.

1. The duration of the post graduate diploma in computer science and applications shall be one academic year, comprising of two semesters and a project work. The examination the first semester

shall ordinarily be held in the month of November, December on suitable dates as fixed by COE/Registrar of the University.

A supplementary examination for the first semester shall be held as decided by University the 2<sup>nd</sup> semester examination will be held in April/May.

2. The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of the course:  
Minimum 50% marks (45% for Sc/ST/OBC) in B.Sc./B.A./B.Com./B.E./M.Sc./M.A./M.B.A./M.Com.
3. (a) A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-
  - i. A good character certificate from the head of the department.
  - ii. 75% attendance of the full course of lectures delivered in each part practicals, seminars, case discussion trip to computer centers etc.

(b) A deficiency in the attendance for the prescribed course (Lectures/practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.

(c) A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.
4. A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.
5. The medium of instruction and examination shall be English/Hindi.
6. Every candidate shall be examined according to the scheme of examination of Ordinance of the University.
7. The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the Head of the Department.
8. (a) The subject of the project work/dissertation shall be approved by the Head of the Department of computer science and applications.  
(b) The candidate shall be required to carry out their project viva-voce examination will be appointed by the Department of Computer Science and applications or any other as approved by the Head of the Department under the supervision of faculty member appointed by the Head of the Department.  
(c) The candidate shall be required to submit three copies of the project report / dissertation with the following certificates from the supervisor, that the project work has been completed by the candidate himself/herself.  
(d) The project report / dissertation shall be evaluated by a board constituted by the Vice-Chancellor, which may consist of the following members:
  - (i) External examiner at Professor level,
  - (ii) Head of the department of computer science & applications and
  - (iii) The supervisor of the concerned project work.



- (iv) If the project work/ dissertation are approved by the internal examiner / Board of examiners; the candidate shall be required to submit his/her project report / dissertation within a period of three month.
8. No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this attempt too, he/she will have to leave this course.
9. Result of a candidate who has passed the higher examination but failing in back papers of lower examination will be held till he clears the lower examination.
10. The standard of passing shall be as follows:  
In order to pass a P.G.D.C.A. examination of any semester a candidate must obtain atleast  
(i) 40% of the maximum marks in each written paper  
(ii) 60% of the maximum marks in Sessional work  
(iii) 50% of the maximum marks in practical examination  
(iv) 50% of the maximum marks in aggregation at the end of an academic session.
11. The Class will be awarded in First year of P.G.D.C.A. on the following basis:  
i. 75% of the aggregate and above : First Class with distinction  
ii. 60% of the aggregate and above : First Class  
iii. 50% of the aggregate and above : Second Class.
12. Curriculum & related regulation:  
The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University.
13. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 30**

#### **Bachelor of Science in Physiotherapy [B.Sc (Physiotherapy)] Graduate Program**

This ordinance shall be applicable to candidates of Bachelor of Science in Physio Therapy degree, as per the norms of the relevant council.

1. A candidate seeking admission to the B.Sc. Physio Therapy must have passed one of the following examination

- (a) Senior School Certificate Examination (12<sup>th</sup> years course) of the Central Board of Secondary Education, New Delhi or  
An examination recognized as equivalent thereto with the following subjects:  
Biology, Physics, Chemistry.
- (b) Indian School Certificate examination (12 years course) of the Council for the Indian School Examination with the following subjects:- Biology, Physics, Chemistry.
- (c) Pre-Medical/Intermediate exams in Science with the following subjects:- Biology, Physics, Chemistry.
- (d) Number of candidates admitted shall be subject to permission from Madhya Pradesh Paramedical Council.
- (e) It is compulsory for all the candidates seeking admission to B.Sc. Physiotherapy to qualify & get selected through Merit of the entrance test & interview conducted by the Board of Management of the University before admission. The marks pattern will be as follows for the selection:
- 25% from U.S.C. Examination
  - 50% from entrance Examination
  - 25% from interview
- (f) The 50% seats will be reserved for the students belong to Madhya Pradesh reservation and other rules will be followed as per State Paramedical Council M.P. Govt. norms from time to time.  
There will be entrance test comprising of two papers.

#### 1. Papers

##### Entrance test

Type	Objective	Subjects:
Part I	General Knowledge, General Mental ability	(Awareness, Language Competence)
Marks - 50		
Part II	Biology	50 Marks
	Physics	30 Marks
	Chemistry	20 Marks

Minimum qualifying marks will be 50% of the aggregate marks i.e. 150. The Entrance test will be held in the month of May every year or as decided by the University from time to time.

However the Board of Management may decide for admission on merit only.

2. Duration of the course shall be 3 years. Course shall extend over a period of three academic years.

After having passed all the examinations in the Scheme of Examination, there shall be prescribed compulsory rotating full time internship extending over a period not less than six months in approved Institution / Hospital or centers for Rehabilitation as approved by the University.

3. Age: No candidate shall be qualified for admission to the course unless he/she is 17 years of age before 1<sup>st</sup> of July to the year in which he/she seeks admission.
4. Examination: There shall be an examination at one end of first year after a regular course of study.

Following shall be the distribution of teaching hours for the course of study:-

**First Year**

Main Subjects	Theory (hrs)	Practical (hrs)
Anatomy	120	60
Physiology	120	60
Pathology & Pharmacology	(60+20)80	
Exercise Therapy & Massage	(Theory) 80	
Exercise Therapy & Massage	(Practical)	320
Electro Therapy & Action Therapy	(Theory) 80	
Electro Therapy & Action Therapy	(Practical) Subsidiary	
Mathematics, Statistics & Computer Science	50	

In order to pass subsidiary subject candidates will be required to obtain at least 40% marks. Sessional Examination will be conducted in every three months. 25% of marks will be carried towards the award of Classes.

Such as candidate who fails in subsidiary subject may appear again at any subsequent examination in the subject he/she has failed in. No candidate shall be declared to have passed the IInd year examination unless he/she has passed in the subsidiary subjects.

Note: In the teaching of main subjects, stress shall be laid down on the fundamental and basic principles of the sciences and their practical application.

**Second Year**

There shall be an examination at the end of second year after a regular course of study.

Main Subject	Theory(hrs)	Practical(hrs)
Psychology	80	
Medicine	175	
Surgery	125	
Physio therapy in Medical		
Cont'd (part-II)	80	120
Physio therapy in Surgical	80	120
Cont'd (part-II)		
Physio therapy Clinic		585

During the second year the Clinical posting of the student will be for a period not less than 3 hours per day.

Teaching of Second year will be followed by the second year examination in APRIL.

There shall be an examination at the end of second year after a regular course of study.

Main Subject	Theory (hrs)	Practical (hrs)
Bio-Mechanics & Kinesiology	120	
Physio therapy in Medical	80	140
Cont'd (part-II)		
Physio therapy in Surgical	80	40
Cont'd (part-II)		

Disability Prevention & Rehabilitation	80	140
Physiotherapy Clinic		585

During the final year the Clinical posting of the student will be for a period not less than 3 hours per day.

Teaching of final year will be followed by the final year examination preferably in April.

#### (a) Examination

During the entire course of study in physiotherapy there shall three annual and three supplementary examinations to be held in April and July respectively each year as stated below:

- i. I-year: Every candidate seeking admission to the Examination to be held at the end of the 1<sup>st</sup> academic year must have pursued regular course of study for one academic year.
- ii. II-year: Every candidate seeking admission to the examination to be held at the end of the second academic year must have passed the first year examination and must have pursued thereafter a regular course of study for one academic year.
- iii. III year: Every candidate seeking admission to the examination to be held at the end of the final academic year must have perused thereafter a regular course of study for one academic year.

The candidate, after the final year results shall have to undergo certified internship for a period not less than six months in such approved institutions/ hospitals or Centers for Rehabilitation catering to one or more category of physical handicapped such as Neurology & Orthopedic etc. in the form of compulsory rotating full time internship.

#### 4(b) Supplementary Examinations

In addition to the Annual Examinations there shall be supplementary examinations for first year, second year and final year physiotherapy students which shall be held in July. Candidates who fail to pass or fail to present themselves at the annual examination may be admitted to these supplementary examinations on payment of the prescribed fees. Only those candidates shall be declared to have passed the supplementary examination who obtains the requisite percentage of pass marks.

Candidates who fail to pass, or fail to present themselves at the supplementary examination of First Year, Second Year and Final Year in Physiotherapy may be permitted to appear at the next annual examination after pursuing a further course of prescribed study.

#### 4(c) Six months full time internship in physiotherapy

There shall be six months internship after the final examinations. No candidate will be awarded degree certificate without successfully completing the 6 months of internship and has been declared to have passed the examination in all the subjects.

4(d) Exemption of the candidates from the examination in the subjects passed. Candidate obtaining 50 percent marks in each of the subjects of first year, second year and final year examination in physiotherapy course may be exempted from appearing in these subjects in the subsequent examination.

## 5. Attendance

A candidate admitted to B.Sc. physiotherapy course shall not be deemed to have satisfied the required conditions of attendance unless he/she has attended not less than 75% of the lectures and practical separately in each subject in each academic year. In addition, attendance at the study tours, wherever prescribed in the course shall also be compulsory.

## 6. Scheme of Examination for the course shall be as mentioned in the Scheme of examination B.Sc. Physio Therapy.

- (a) A regular record of Theory, Practical – S – clinic periodic test conducted in the academic year shall be maintained for each student and session internal assessment shall be awarded as given below:

	I year	II year	III year
Theory paper	25%	25%	25%
Practical	25%	25%	25%

- (b) There shall be one sectional examination during the year and the above percentage of the total marks for each subject shall be awarded as the sectional marks. The following system shall be followed in awarding marks for the sectional practical examinations:

Actual performance in the sectional examinations 50% day to day class work including records 50%.

- (c) The medium of instructions and examination shall be English. The marks awarded by the teacher in internal assessment will be submitted to the Head of the Department who would forward the same to the University before the commencement of the examination in the written papers in each case.

It shall be the function of the coordinating Committee to ensure uniformity in the award of internal assessment marks among the institutions concerned.

The institutions concerned shall maintain the record of material on the basis of which the Internal & Assessment are awarded which will have to be made available to the Co-coordinating committee for inspection by them, if required.

## 7. The minimum marks

The minimum marks to pass the examination at the end of each year shall be 50% in the theory paper and 50% in the practical including internal assessment when provided, taken together.

## 8. Classification of Successful candidates

- (a) There shall be no classification of Class in respect of successful candidates in the physiotherapy examination. Candidates securing 75% of the marks distinction in any subject in one attempt shall be treated to have secured distinction.
- (b) Distinction: Candidates securing 75% of marks or above in any subject or subjects shall be declared to have obtained in that subject or subjects provided the candidates passes in all the subjects in the same examination.

## 9. Other Conditions

(a) The candidates will retain the internal assessment marks of the previous examinations.

(b) A candidate who fails to pass or fails to qualify for promotion to the next higher class on the result of the supplementary examination shall be required to join in the same class as a regular student and pursue fresh studies for another academic year in the subjects in which he/she could not secure the minimum pass marks at the last examination.

10. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 31**

#### **Bachelor of Computer Applications (BCA) Graduate Program**

This Ordinance shall be applicable to candidates admitted for Bachelor in Computer Applications (B.C.A.) degree.

The Bachelor of Computer Applications (B.C.A.) programme shall be equally distributed over three sessions of one year each. The basic structure of the programme is given below:

## 1. ADMISSION

Admission to B.C.A. will be made as per the rules approved by the Board of Management of the University.

## 2. ELIGIBILITY FOR ADMISSION

For admission to B.C.A. programme, a candidate should have passed Senior Secondary Examination on the pattern of 10+2 with Mathematics as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with atleast 50% marks in aggregate. In case of SC/ST candidates the eligibility requirement is a minimum of 45% marks in aggregate.

## 3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

i. He/She is not found qualified as per the eligibility criteria prescribed by the University.

Or

ii. He/She is found unable to complete the course within the specified period for completion of the course.

Or

iii. He/She is found involved in creating indiscipline in the School / Institute or in the University.

Or

iv. He/She is involved in ragging.

## 4. APPLICABLE FEES

- i. All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.
- ii. Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees once paid and once the student has started attending classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared.

**5. Scheme of Examination for B.C.A. 1<sup>st</sup> year**

1. Foundation Course
  - i. Hindi Language
  - ii. English Language
2. Business Mathematics Paper – I
3. Management Accounting Paper – II
4. Communication & Management Paper – III
5. Digital Computer Electronics Paper – IV
6. Fundamentals of Computer Paper – V
7. Fundamental of Computer Programming Paper – VI
8. Business Data Processing Paper – VII
9. Introduction to PC Software Paper – VIII

**Practicals**

As per approval of Board of Management of the University from time to time.

**Scheme of Examination for B.C.A. II<sup>nd</sup> year**

1. Foundation Course Paper – I
  - i. Hindi Language & Scientific Temper
  - ii. English Language
2. Computer Oriented Numerical Methods Paper – II
3. Operating System Paper – III
4. Data Base Management System Paper – IV
5. DTP Paper – V
6. Organizational Behaviour Paper – VI
7. Data Structure & Manipulation Paper – VII
8. System Analysis & Design Paper – VIII

**Practicals**

As per approval of Board of Management of the University from time to time.

The Courses are Theory & Practical based. In the first and second year approximately 120 hours of practical time is required. A student will not be eligible to appear in the terms and practical examination if the percentage of attendance in practical session falls below 75%. Similarly a candidate will not be eligible to appear in the term end theory examination if his/her attendance in regular classes is less than 75%. However in deficiency of attendance, the Condonation will be as per Ordinance and as per approval of Board of Management of the University for this Proposal.

Overall Grading: the final score for each course is computed by combining continuous evaluation score and term-end examination score.

The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (zero) marks. The requirement for passing a course would be atleast 40% in continuous evaluation and 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term-end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 1-5 hours duration depending upon the nature if practical Project Work will require to be a combination of practical work and a project report would be expected to be of about 30 pages.

#### 6. Award of Degree:-

Students successfully completing the programme shall be placed in various categories as indicated below.

I Class with distinction 75% or above.

I Class or above and less than 75%

II Class 50% or above and less than 60%

Students having passed 10+2 examination with Mathematics from any recognized University or Board shall be eligible for admission to the B.C.A. programme.

7. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 32**

#### **Diploma in Rural Development**

This Ordinance shall be applicable admitted for Diploma in Rural Development.

#### **OBJECTIVES**

1. To impart essential knowledge for the promotion of all round development of the rural communities economic, social, cultural, ethical health education, agriculture, banking and welfare and other activity related to rural people.



2. To inculcate a sense of responsibility and awareness in accelerating the process of change from traditional ways of living of rural communities to progressive ways of living.
3. To impart an understanding and an appreciation of the role of rural organizations/ institutions/ agencies departments at State, National and International level (Voluntary or Statutory) so as to ensure it's more meaningful and adequate involvement in growth oriented activities in rural areas.

#### DURATION OF THE COURSE

The Diploma in Rural Management Course shall be of one year academic duration.

#### ELIGIBILITY FOR ADMISSION:

The minimum qualifications required for admission to Diploma in Rural Development will be Higher Secondary School Certificate (10+2) or an equivalent examination.

1. The candidate is resident of India.
2. A candidate who is an employee of a voluntary or statutory Rural Welfare Agency/Institution Department shall be preferred.
3. The candidate already prosecuting studies regular or correspondence for any other course of the University during the session shall not be eligible for Ordinance.
4. Candidate intending to join this course shall submit his/her application in the prescribed application form along with requisite enclosures and fee so as to reach the Registrar, of the University within the time limit and date fixed for the purpose.
5. The candidate shall be granted admission according to rules however, the University reserves the right to admit the application of the candidate or to reject it without assigning and giving any reason thereof.

#### SCHEME OF EXAMINATION

The scope of studies in different papers shall be such as is prescribed in the prospectus by the Board of Studies and the Academic Council of the University from time to time.

#### PASS PERCENTAGE

Class shall be awarded to the successful candidates on the aggregate marks obtained by him/her in accordance with the following scale, viz.

First Class with Distinction	75% and above
First Class	60% and above
Second Class	50% but below 60%
Third Class	40% but below 50%

#### ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

1. Candidates securing less than 40% marks in individual papers will be treated as failed. They can re-appear at the subsequent examination in the paper concerned.
2. A candidate declared eligible for supplementary examination shall be required to clear the same in the subsequent attempts. Any attempt availed of shall lapse automatically after expiry of this period, he/she will be deemed to have failed in the examination.
3. An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed format the Registrar of the University by the date fixed for the purpose together with such fees and documents as are required of him/her.

4. The Vice-Chancellor may, if a candidate failing at an examination or missing a Class by one marks, condone deficiency of one mark where the deficiency is so condoned shall nowhere be added.

#### MODE OF INSTRUCTION

1. Regular classes will be held for this course.
2. Lessons will be in English/Hindi medium as per subject concerned. However the question papers shall be in English and also in Hindi.
3. The whole course in each paper will be divided into five units.
4. Attendance will be as per provision in Ordinance of the University.

#### TUITION FEE AND OTHER FEES

1. The fees as prescribed by the University shall be payable by the candidates.
2. The total amount of fee is to be paid at the time of admission fees to be deposited along with examination form.
3. Fees related with the examination of the Diploma etc., as decided by the University shall have to be paid by the candidate as and when required.
4. All fees etc., should be sent by demand draft in favour of Registrar of the University.
  - a. Cost of application form and late fee for submission of form are non-refundable.
  - b. If application form is rejected by the University, tuition fee along with its late fee deposited by the candidate shall be refunded after deducting processing fees towards miscellaneous expenses.
  - c. Once the application form is accepted, any amount of fee shall be same as are applicable to other University examinations.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 33**

#### **Five Years Law Program [BA, LL.B(Hons)]**

This Ordinance shall be applicable to candidates admitted for five years Law Course B.A.LL.B (Hons), as per the norms laid down by Bar Council of India.

#### **General Rules:-**

This Ordinance shall be applicable to candidates admitted for five year Law course B.A.LL.B (Hons) degree.

1. The Degree of Bachelor of Law BA LLB (Hons) shall comprise a course of study spread over a period of five academic years.

- a. a. Candidate seeking admission to the B.A.LL.B(Hons) degree must have passed an examination in 10+2 course of examination in any discipline of M.P.Board of Secondary Education or any equivalent examination from recognized Board with 50% marks. However for SC&ST candidates / disabled, the aggregate marks will be 45%. NRI can be admitted directly on the basis of overall academic records and preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.
- b. Duration of course shall be of five years spread to 10 semesters.
- c. Reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

3. Rules for promotion to the next semester and higher class of five year degree course:

i. From odd semester to even semester:

A candidate who has appeared in the odd semester examination in any particular year shall not be promoted to an even semester of the year, irrespective of failing in any number of theory papers and practical examination of that semester.

ii. From even semester to odd semester:

A candidate who has appeared in the even semester examination in any particular shall not be promoted to next semester and higher class, if he carries a backlog of more than two papers.

4. The minimum passing marks of each paper (Theory and Practical) shall be 40 marks and passing mark in aggregate (Theory and Practical) shall be 50%.

5. The subjects and papers for each year of B.A.LL.B(Hons) shall be prescribed by the faculty of Law on the recommendation of the Board of study. Unless otherwise provided each paper will carry the written exam of 80 marks and internal assessment of 20 marks.

6. The minimum pass marks in each year examination shall be 50% in aggregate of all the papers and 40% marks in each individual paper. Class to successful candidate for the B.A.LL.B degree will be assigned from total marks obtained at the B.A.LL.B First year, Second year, Third year, Fourth year and Final year examinations i.e. all ten semesters as under.

FIRST CLASS WITH DISTINCTION	: 75% more
FIRST CLASS	: 60% or above of the aggregate marks.
SECOND CLASS	: 50% or above of the aggregate marks.

7. Candidate appearing for B.A.LL.B (Hons) examination shall have to answer the question in English or Hindi medium.

8. The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of M.P. from time to time shall be adopted and notified by the University.

9. Regarding attendance, merit list, condonation of deficiency etc., will be as per Ordinance of University from time to time for this purpose.

10. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 34**

### **Certificate Course in Paramedical – ECG Technician**

This ordinance shall be applicable to candidates for paramedical course – E.C.G. Technician certificate, as per the norms of the relevant council

1. Duration of Course - One year
2. No. of seats - No. of seats shall be subject to approval from Madhya Pradesh Paramedical Council.
3. Admission
  - 3.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
  - 3.2 The reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.
4. Fees as per Statute 24.
5. Examination & Attendance:-  
Examination & Attendance for the candidates of this course will be as per Ordinance of this University there will be a final examination for theory & practical.
6. Course:-  
The course will include theory & practical. The theory will be applied Anatomy, Physiology & Biochem of cardio-vascular system, electro cardiography, Anatomy of heart, Physiology, Depolarization, Pathology, Pharmacology, Clinical cardiology etc.
- 6.1 List of Practicals:-
  - I. ECG Recording pediatrics/ Audit patients
  - II. Operation, Calibration and servicing of ECG
  - III. Recording of Halter/Stress ECG
  - IV. Ambulatory B.P. Monitoring
- 6.2 Course Training Includes:-
  - I. Months in O.P. Department
  - II. Months in LCCU
  - III. Months in Non-Invasive Lab. Total period of Training – one year
- 6.3 Magnetism / Electro-Magnetism / Electromagnetic induction
- 6.4 Computer Science: a) Fundamentals:
- 6.5 Logic Diagram
- 6.6 Basic Languages

The theory will consist of 70% & practical 30% of total marks.

7. Medium of Instruction:

Medium of instruction will be in English'

8. Award of certificate:

Candidates have to score 33% passing mark in theory & practical separately to qualify for certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% pass, below 33% marks will be treated as failed in certificate course.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 35**

#### **Certificate Course in Paramedical – Laboratory Technician (Pathology)**

This Ordinance shall be applicable to candidates appearing for Paramedical course – Laboratory technician – Pathology certificate.

1. Duration of course – one year'

2. No. of seats

No. of seats shall be subject to approval from Madhya Pradesh Paramedical Council.

3. Admission

3.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass marks in three subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Boar/University.

3.2 The reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.

4. Examination & Attendance:

Examination & Attendance for candidates of this course will be as per Ordinance of this University there will be a final examination for theory & practical.

5. Course:-

The course will include theory & practical

5.1 General Laboratory Techniques

5.2 Clinical Pathology

5.3 Microbiology and Serology

5.4 Serology

5.5 Clinical Biochemistry

5.6 Blood bank

5.7 Histopathology and Museum

## 5.8 Museum Techniques

## 5.9 Section – A Special Lecture : By senior staff of faculty

- I. General Knowledge of Anatomy of Human Body I (Elementary).
- II. General Knowledge of Anatomy of Human Body II.
- III. General Knowledge of Elementary Human Physiology I.
- IV. General Knowledge of Elementary Human Physiology II.
- V. Knowledge of dispatch of Biological materials to out stations.
- VI. Knowledge of dispatch of post mortem materials to out stations and to Chemical Examiners.
- VII. General Knowledge of Serology and Immune Bodies and their reaction.
- VIII. Agglutination reaction and their applied laboratory importance to a technician.
- IX. Precipitation and flocculation reaction and their applied laboratory importance to a technician.
- X. Complement fixation reaction and their applied importance in laboratory techniques.
- XI. Duties of a laboratories assistant in general
- XII. Position of a laboratory technician in relation to the institute where he is working.
- XIII. Relation and Duties and position of a technician to the institute.

The theory will consist of 70% & Practical 30% of total marks.

## 6. Fees as per Statute 24.

## 7. Medium of instruction:-

Medium of Instruction will be in English.

## 8. Award of Certificate:

Candidates have to score 33% passing mark in theory & practical separately to qualify for certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% below, 33% marks will be treated as failed in certificate course.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 36**

#### **Certificate Course in Paramedical – X-Ray Technician / Radiographer**

This Ordinance shall be applicable to candidates appearing for Paramedical course – X – Ray Technician / Radiographers.

1. Duration of course – As per norms and permission of Madhya Pradesh Paramedical Council
2. No. of seats: No. of seats shall be subject to approval from Madhya Pradesh Paramedical Council.

### 3. Admission

3.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

3.2 Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.

### 4. Examination & Attendance:-

Examination & Attendance for candidates of this course will be as per Ordinance of this University there will be a final examination for theory & practical.

### 5. Course:-

- (1) Physics
- (2) Hospital practice and care of the patient
- (3) Anatomy physiology and pathology (basic)
- (4) Equipment of radio diagnostic radiography
- (5) Radiographic technique
- (6) First Aid
- (7) Radiation protection
- (8) Photographic aspects of radiography
- (9) X-ray materials
- (10) Technical and processing faults
- (11) Fluorescent screen photography
- (12) Equipment for miniature radiography
- (13) Protection
- (14) Contrast media
- (15) Cardiac angiography
- (16) Respiratory system
- (17) Lungs
- (18) Diaphragmatic excursion
- (19) Genit-urinary system
- (20) Cystography
- (21) Obstetrics and Gynecology
- (22) Elementary System

The theory will consist of 70% & Practical 30% of total marks.

### 6. Fees as per statute 24.

### 7. Medium of Instruction:

Medium of Instruction will be in English.

### 8. Award of Certificate:-

Candidates have to score 33% passing mark in theory & practical separately to qualify for Certificate. Candidates securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% below, 33% marks will be treated as failed in certificate course.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 37**

#### **Two Years Diploma in Primary Education (DPE)**

This ordinance shall be applicable to candidates for two years diploma in primary education (DPE), as per NCTE norms.

#### 1. DURATION

The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall also be so regulated that two long spells of vacation (summer/winter/staggered) are available to the learners for guided / supervised instruction and face to face contact sessions.

#### 2. QUALIFICATION

Candidates seeking admission to this course must have passed.

- a. Matric (Xth) Senior Secondary (Class XII) or equivalent examination passed.
- b. Two years teaching experience in a Government / Government recognized private primary / elementary school.

#### 3. ADMISSION PROCEDURE

Admission under this course will be made as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's website / or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any of the following reasons:-
  - The candidates does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed



- The application form is not signed by the candidate and his/her parent, guardian wherever required.
  - Supporting documents for admission are not enclosed.
- (e) Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document / fees.
- (f) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by State Council of Paramedical courses shall also be followed.
4. ACADEMIC YEAR
- There will be two academic cycles every year, one from July to June and second from January to December.
5. INTAKE & FEES
- The intake and fees for each of this course shall be decided by the Board of Management of the University from time to time.
6. COURSE STRUCTURE
- 6.1 The Diploma in Primary Education (DPE) course shall consist of:
- (a) Such course (papers) as prescribed by the University.
  - (b) Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - (c) Such scheme of examination as presided by the University from time to time.
- 6.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic Council of the University.
7. MEDIUM OF INSTRUCTION AND EXAMINATION
- The medium of instruction and examination shall be either Hindi or English.
8. EXAMINATION SCHEME
- As per Ordinance No.5
9. Promotion to Next Year & Failed Candidate
- A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared if over.
- If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to be appear in the supplementary examination, which shall be conducted keep the term (ATKT) and promoted to the next year. Candidates shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.
- Provided further that is a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.
- A candidate will be awarded degree only in the year when he/she clears all the papers of both the year.
10. ALLOCATION OF CLASS
- As per Ordinance No.5
11. MERIT LIST
- As per Ordinance No.5

## 12. MAXIMUM DURATION OF COMPLETION OF COURSE

A candidate has to complete the entire course of Diploma in Primary Education (DPE) with a maximum period of four years from the session of first admission.

## 13. EXAMINATION CENTER

University examination centers will be notified by the University.

## 14. GENERAL

In matters of admission, attendance, examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant Ordinance of the same in the University so far as they are not inconsistent with the provision of this Ordinance.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 38**

#### **Diploma and Certificate Courses in Various Vocational Trades and Skills**

## 1. PREAMBLE

University shall impart various courses in Vocational Traders & Skill Development for gainful employment generation to rural youth. The course will lead for the award of Diploma and Certificates. The candidates will be given quality technology knowledge and practical training in different courses. The Diploma and Certificate with sound knowledge shall develop a candidate as a profitable entrepreneur.

## 2. COURSE &amp; FACULTY

- (a) This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational Trades and Skills. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council list of courses are as per Ordinance No.1.

## 3. DURATION

The duration for the course will vary from course to course from 3 months to 12 months.

## 4. INTAKE &amp; FEES

- (a) The intake and fees for each of these courses shall be decided by Board of Management of the University from time to time subject to the approval of the regulatory body.  
 (b) The basic unit of intake in a course will be of 60 seats. Multiple of this unit can also be set up.  
 (c) The fees as per Statute 24.

## 5. QUALIFICATION

The qualification of candidates for different courses will be as per Ordinance No.1.

## 6. ADMISSION PROCEDURE

Admission under these courses will be made as follows:

- (a) The University will issue admission notification in news papers, the University's website, notice board of the University and publicity in media before the start of every cycle.
- (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice board of the University / University website / or the student will be informed directly of their admission.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous tear mark sheet / school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any of the following reasons:
  - The candidates does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed
  - The application form is not signed by the candidate and his/her parent guardian, wherever required
  - Supporting documents for admission are not enclosed.
- (e) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary document / fees.
- (f) Admission rules as framed by the University shall be applicable for all admission from time to time.

#### 7. COURSE STRUCTURE

The diploma & certificate courses in various vocational trades and skills shall consist of:

- (a) Such course (paper) as prescribed by the University.
- (b) Such job internship, lab work, practical, in-plant training, project etc. as may be prescribed by the University and
- (c) Such scheme of examination as prescribed by the Board of Management of University from time to time.
- (d) The course curriculum of each course shall be based on recommendation of the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of paper and / or marking scheme of the course after the dye approval of Vice-Chancellor.
- (e) If required in a program a student shall be required to submit a project report based on the areas of his/her specialization. The project report certified by the concerned organization and the concerns coordinator / teacher shall be submitted in one copy to the registrar of the University for evaluation.

#### 8. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be either in Hindi or English.

#### 9. EXAMINATION SCHEME

- (a) Each student shall have to appear in the examination of theory / practical and continuous internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 30 percent of marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- Main examination will carry 70 percent marks.
- For passing the examination the candidate that be required to secure at least 36% marks in University examination separately in the term and theory, practical and Internal Assessment in each on the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
- There will be external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

(b) Each certificate program shall have one copy and one practical paper. The Diploma course may have more than one theory/practical papers that are decided by the concerned Board of Studies for each course.

#### 10. ALLOCATION OF CLASS

The Class shall be awarded on the basis of marks obtained in Internal Assessment and University examination (Theory and Practical both) taken together.

60% or above	First Class
48% or above but less than 60%	Second Class
Above 40% but less than 48%	Third Class

11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 39**

#### **Bachelor of Science in Optometry [B.Sc(Optometry)]**

The ordinance will follow the norms laid down by the relevant regulatory council

#### 1. ELIGIBILITY FOR ADMISSION

As per Madhya Pradesh Paramedical Council norms.

2. DURATION OF THE COURSE - This course shall be for a period of 4 years including 1 year internship. Examinations shall be conducted at the end of each year for the respective subjects.
3. Fees shall be as per Statute No.24 of the University.
4. NUMBER OF SEATS – As per approval from Madhya Pradesh Paramedical Council. The admission of candidates shall be as per the Board of Management (Merit or Entrance and Aptitude Test).
5. COURSE OF STUDENT AND SCHEME OF EXAMINATION – The year wise courses are as under:

## FIRST YEAR

Paper No.	Subject	Credits	Marks	
			Internal	External
1	Language I	4	40	60
2	Language II	4	40	60
3	Physical Optics	4	40	60
4	Geometric Optics	4	40	60
5	General Anatomy & Ocular Anatomy	4	40	60
6	General Physiology & Ocular Physiology	4	40	60
7	General Biochemistry & Ocular Biochemistry	4	40	60
8	Physiology & Nutrition	4	40	60
9	Practical Physical Optics (Practical & Viva)	6	60	90
10	Practical Geometric Optics (Practical & Viva)	6	60	90
11	Computer Programming (Practical)	6	60	90

## SECOND YEAR

Paper No.	Subject	Credits	Marks	
			Internal	External
1	Optometric Optics	4	40	60
2	Visual Optics	4	40	60
3	Optometric instruments & Clinical examinations of Visual System	4	40	60
4	General Pharmacology & Ocular Pharmacology	4	40	60
5	Microbiology & Pathology	4	40	60
6	Statistics & Occupational Optometry	4	40	60
7	Practical – Optometric Optics (Practical & Viva)	6	60	90
8	Practical – Visual Optics (Practical & Viva)	6	60	90
9	Clinical Work – Theory & Clinical	6	60	90

## THIRD YEAR

Paper No.	Subject	Credits	Marks	
			Internal	External
1	Squint & Binocular Vision	4	40	60
2	Contact Lens	4	40	60
3	Ocular diseases	4	40	60
4	Low vision aids	4	40	60

5	Geriatric Optometry & Pediatric	4	40	60
6	Optometry	6	60	90
7	Project	6	60	90
8	Practical – Squint (Practical & Viva)	6	60	90
9	Practical – Ocular diseases (Practical & Viva)	6	60	90
10	Clinics	6	60	90

#### 6. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

The medium of instruction and examination shall be in English.

#### 7. INTERNSHIP

The candidates after 3 years in optometry course will have to do one year internship training. The candidate shall undergo hospital inpatient and outpatient care training continuously during one year. After the internship the examination shall be conducted as decided by Board of Studies for Practical Training.

The Eye Hospital must have the following facilities:

Optometry Clinics

Ophthalmology Clinics

Optical Services

Community Outreach programmes

#### 8. ATTENDANCE – As per Ordinance 11 clause 6.

#### 9. PASSING MINIMUM –

- A candidate should secure a minimum of 50% in the practical and theory separately to pass the examination. A candidate failing in any one subject will have to reappear for that particular subject only in the supplementary examinations.
- A candidate should secure 50% marks in the internals also.

#### 10. CLASSIFICATION OF SUCCESSFUL CANDIDATE

a) All candidates securing not less than 75% of the aggregate marks shall be declared to have passed in FIRST CLASS WITH DISTINCTION provided they have passed the examination in every subject without failure at anytime during the course of the study.

b) All candidates securing not less than 60% of the aggregate marks shall be declared to have passed in FIRST CLASS provided they have passed the examination in every subject.

c) Other successful candidates shall be declared to have passed the examination in SECOND CLASS.

#### 11. CONFERMENT OF THE DEGREE

A candidate who has passed all the examinations as prescribed shall be eligible to receive the "Bachelor of Science (Optometry)" from the University.

#### 12. RANKING

Candidate who have passed in all examinations in the very first attempt and secured the first five positions in aggregate will be awarded the first five University ranks.

#### 13. INSTITUTIONAL REQUIREMENT FOR THE CONDUCT OF THE COURSE

The course shall be conducted in a medical institution with full facilities in all major Classes like OP, IP and Laboratories. OT and with all basic departments of a hospital like medicine, surgery, etc., there must be a coordinator for the course. He/she must be one of the full time medical staff of the hospital.

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **Ordinance No. 40**

### **Diploma in Optometry**

#### **1. ELIGIBILITY FOR ADMISSION**

- a) Passed 10<sup>th</sup> of M.P. Board or any equivalent examination of recognized Board.

#### **2. DURATION**

The duration of course shall be two years and examination will be held semester/ yearly.

3. Fees as per Statute 24 of the University.

4. No. of seats

As per approval from Madhya Pradesh Paramedical Council.

#### **5. COURSE OF STUDY**

The course of study shall be as per decision of Board of Management on the recommendation of Board of Studies. The courses shall be in the conformity of competent authority of State/ Govt. of India.

#### **6. EXAMINATION**

As per Ordinance No.5 of the University.

#### **7. PRACTICAL TRAINING'**

The Eye Hospital must have following facilities:

Optometry Clinics  
Ophthalmology Clinics  
Optical Services  
Community Outreach programme

#### **8. ATTENDANCE**

As per Ordinance No.11 clause 6.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 41**

#### **Master of Science in Optometry [M.Sc(Optometry)] Postgraduate Program**

The ordinance will follow the norms laid down by the relevant regulatory council/body

1. **ELIGIBILITY:**

Candidates must have passed B.Sc (optometry) from the University or equivalent, as per norms of Madhya Pradesh Paramedical Council.

2. **DURATION OF COURSE: 2 YEARS**

This programme provides advanced training in clinical and theoretical aspects of optometry, which opportunities to specialize in fields such as Contact Lens, Pediatric Optometry and Low Vision Aids.

3. **Fees as per Statute 24 of the University**

4. **No. of Seats**

As per norms of Madhya Pradesh Paramedical Council.

5. **COURSE OF STUDY**

The courses shall be in the conformity of competent authority of State/Govt. of India. The course study shall be as per decision of Board of Management on the recommendation of Board of Studies are as follows:

Research Project	- 12 Units (Compulsory)
Advance Contact Lens studies and Ocular Prosthesis	- 6 Units
Low Vision Aids	- 6 Units
Advanced Clinical Optometry practice	- 6 Units
Vision Therapy	- 6 Units
Human Visual development	- 6 Units (Pediatric Optometry)
Ocular Photography	- 6 Units

6. **ATTENDANCE – As per Ordinance No.11 clause 6**

7. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 42**

#### **Five Years Integrated MBA Program**

The course shall follow the applicable norms.

1. **ELIGIBILITY:** 10+2 in any stream with at least 50% marks relaxation to SC,ST,OBC and other category up to 5% marks.
2. **DURATION OF THE COURSE:** Five years spread over 10 semesters / As per AICTE norms.
3. **ADMISSION PROCEDURE:** The admission shall be on merit or test conducted by the University.

Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government.



4. FEES STRUCTURE: As per Statute 24 of the University.
5. EXAMINATION: As per Ordinance No.5 of the University.
6. ELIGIBILITY FOR DEGREE:
  - a) After successfully completing three years (six semesters) the candidate will be eligible for a BBA degree and after successfully completing four years a candidate will be eligible for a BBA (Honors) degree. After successful completion of five years (ten semesters) the candidate will be eligible for MBA degree.
  - b) Only those successful students will get BBA / BBA (honors) degree who leave the programme after three/ four years respectively.
  - c) Specialization will be offered in the areas such as Finance, Marketing, HR, IT, Operations, production, Banking, Wealth Management, Insurance, Retail, Family Business, Actuarial Sciences. Other specializations according to the need of the market and the academic can also be offered. The institute reserves the right not to offer any particular specialization.
7. COURSE OF STUDY  
The course of study shall be as per decision of Board of Management on the recommendation of Academic Council/Board of Studies.
8. ATTENDANCE: As per Ordinance 11 clause 6
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 43**

#### **Diploma in Pharmacy (D.Pharm)**

The course shall follow the norms of Pharmacy Council of India.

1. ELIGIBILITY FOR ADMISSION: No candidate shall be admitted to Diploma in Pharmacy unless he/she has passed examination of 10+2 in Science or the First Year of the three year degree course in Science (Physics, Chemistry, Biology and / or Mathematics including English as one of the compulsory subjects). Pre-degree examination, any other qualification approved by the Pharmacy Council of India as equivalent to any of the above exam.
2. DURATION OF THE COURSE: The duration of the course shall be for two academic years, with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months / As per PCI norms.
3. ADMISSION OF CANDIDATES: The Diploma in Pharmacy Part – I shall be made in order of merit or by 'Pre-Pharmacy Test' conducted in accordance with the scheme of examinations and syllabus laid-down by the University. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

4. Fees as per Statute No.24.

5. COURSE OF STUDY: The course study shall be as per decision of Board of Management on the recommendation of Board of Studies as per norms of Pharmacy Council of India.

3. PRACTIAL TRAINING:

After having appeared in Part-II examination of Diploma in Pharmacy conducted by Board/University or other approved examination Body or any other course accepted as being equivalent by the Pharmacy Council of India, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:

Hospitals/Dispensaries run by Central/State Government/Municipal Corporations/central Government Health Schemes and Employees State Insurance Scheme. A pharmacy, chemist and druggist licensed under the Drugs and Cosmetics Rules of State/Govt. of India.

7. MODE OF EXAMINATIONS:

- a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva voce (oral) examination.
- b) Award of Sessional marks and maintenance of records.

A regular record of both theory and practical class work examinations conducted in the University imparting training for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as Sessional.

There shall be at least three periodic Sessional examinations during each academic year.

The Sessional marks in practical's shall be allotted on the following basis:

Actual performance in the Sessional examination	:	10
Day to day assessment in the practical class work	:	10

- c) Minimum marks for passing the examination: A student shall not be declared to have Diploma in Pharmacy examination unless he/she secures atleast 40% marks in each of the subject separately in theory examination, including sessional marks and at least 40% marks in each of the practical examination including sessional marks. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he/she passes in all the subjects in single attempt, will be given distinction in that subject(s).
- d) Eligibility for Promotion to Diploma in Pharmacy (Part-II) : All candidates who have appeared for all the subjects and passed the Diploma in Pharmacy Part-I class. However failure in more than two subjects (each Theory paper or Practical examination shall be considered as a subject) shall debar him/her from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent. A candidate who fails to pass D Pharm Part-I exam in four attempts shall not be allowed to continue the course.

- e) Improvement of sessional marks: candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, cannot be improved unless he/she attends regular course of study again.
  - f) Certificate of passing examination for Diploma in Pharmacy (Part-II): Certificate of having passed the examination for the Diploma in Pharmacy Part-II shall be granted by the Examining Authority to a successful student.
  - g) Certificate of Diploma in Pharmacy: A Certificate of Diploma in Pharmacy shall be granted by the Examining Authority to successful candidate on producing certificate of having passed the Diploma in Pharmacy Part-I and Part-II and satisfactory completion of practical training for Diploma in Pharmacy (Part-III).
  - h) The Chairman and at least one expert member of examining committee of the Examining Authority concerned with appointment of examiners and conduct of pharmacy examination should be persons possessing Pharmacy Qualifications.
8. Regarding Examination Attendance, Merit List etc.  
As per Ordinance No.5 of the University for this purpose.
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 44**

#### **Bachelor of Journalism and Mass Communication (BJMC) Graduate Program**

This ordinance shall be applicable for the award Bachelor Journalism & Mass Communication (BJMC) Degree.

#### 1. Admissions –

Candidates seeking admission to the first year of Bachelor Journalism & Mass Communication (BJMC) course shall be required to have passed the Higher Secondary Examination (10+2) of M.P.Higher Secondary Board, or an examination recognized equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

#### 2. Fees shall be as per Statute 24.

#### 3. The duration of course will be 3 years spread to 6 semesters.

#### 4. SEMESTER DURATION

An academic year shall be apportioned into two semesters with a working duration of about 20 weeks each. There shall be a break of 3 to 5 weeks after autumn semester and 6 to 10 weeks after the spring semester.

(a) The Academic Calendar shall be notified by the University each year before the start of the Academic Session.

(b) The academic break-up of the semesters devoted to instructional work shall be as below:  
Imparting of instructions and/or laboratory work - 16 -18 Weeks (including class tests, sessional exams. etc.)

Semester-end Examination, including Practical / - 02 - 04 Weeks Laboratory Examination

#### 5. Course Planning:

#### FIRST SEMESTER

Objectives of the Course: On completion of the course students should be able to:

- a. Equip themselves with the nuances of writing.
- b. Develop both linguistics and communication abilities.
- c. Write correctly using proper grammar, vocabulary, syntax, spellings and punctuation.
- d. Differentiate between Writing for Print Media and Writing for the Ear.
- e. List salient features of Writing for Print Media and Electronic Media and Ad Copies with

Emphasis on their styles.

#### SECOND SEMESTER

Objectives of the Course: On completion of the course students should be able to:

- a. Describe Indian Journalism in a pluralistic society
  - b. Enumerate the historical moments of print and broadcasting in India
  - c. Identify the contribution of press and broadcast in social communication Other semesters syllabus shall be prepared by the BOS in
6. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 45**

#### **Master of Journalism and Mass Communication (MJMC) Postgraduate Program**

This Ordinance shall be applicable to candidates admitted for Master of Journalism and Mass Communication (MJMC) degree.

#### 1. Admissions –

Candidates seeking admission to the first year of Master of Journalism & Mass Communication (MJMC) course shall be required to have passed Bachelor of Journalism and Mass Communication (BJMC) or any graduation from any recognised University in India or abroad. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

2. Fees shall be as per Statute 24.
3. The course for the degree in Master of Journalism and Mass Communication spread over two academic years or 4 semesters and examinations shall consist of two parts:
  - (a) The previous examination, at the end of first year and
  - (b) The final examination, at the end of second year
4. A candidate who, after having passed the final examination for the BJMC degree from this University or in a Statutory University in India, has completed a regular course/study in the teaching department of the University, in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Journalism and Mass Communication.
5. (a) A candidate after passing the MJMC previous examination of the University has completed a regular course of study for one academic year in a teaching department of the University, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of Master of Journalism and Mass Communication  
 (b) A candidate who has passed the previous examination for the degree of Master of Journalism and Mass Communication of another University may also be admitted to the final examination for the degree of Master of Journalism and Mass Communication after obtaining necessary permission from the Vice-Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a teaching department of the University.
6. Besides regular students and ex-students and subjects to their compliance with this Ordinance, non-collegiate candidates shall be eligible for admission to the examination as per provisions of the Ordinance related matter and provided that if they fulfill other conditions of Ordinances.
  - (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the board of studies and the faculty of Media Communication from time to time and printed in the prospectus for the examination or published by notification.
  - (b) The examination shall be conducted by means of written papers, in both previous and in final examination there.
- 7.. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.

8. In order to be successful at any of the previous and final examination an examinee must obtain at least:-

- (i) 36% of marks in each of the theory papers separately.
- (ii) 45% of marks in the total of all theory papers taken together.

9. (a) Examinees of the previous examination obtaining mark not less.  
(b) Successful candidates of the final examination shall be placed in a Class on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:

- (i) Those obtaining 45% or more but less than 50% of marks in the aggregate Third Class.
- (ii) Those obtaining 50% or more but less than 60% of marks in the aggregate Second Class.
- (iii) Those obtaining 60% or more marks in the aggregate First Class.

(c) In the case of a candidate permitted to appear, after having passed the previous examination of another University, at the final examination of the University, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the University, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.

10. (a) A regular candidate of a teaching department of the University, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafide reason to appear there to may reappear at subsequently as an ex-student in accordance with the provision and on fulfillment and the conditions of Ordinance and regulations.

(b) An ex-student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account of case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.

11. (a) Regular students undergoing regular course of studies in a teaching department of the University, who have obtained not less than 60% marks MJMC. in (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.

(b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him/her by the Head of the Department or the University Teaching Department.

(c) A regular student who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Head of the Department concerned, three printed or typed copies of it duly countersigned by the Supervisor so as to reach the Registrar by a date preceding by three week the date of commencement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.

(d) An ex-student candidate for the final examination who was a regular candidate from a teaching department. Permitted, under the provisions of sub Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the Head of the Department of which he/she was regular student to submit either a revised dissertation on the same topic on which work was done

previously or a dissertation on a fresh topic assigned by the faculty in consultation with the Head of the Department.

Provided (i) that the candidate shall apply for such permission to the Registrar, through the Head of the Department concerned at least three months before the date commencement of the examination and if permitted, shall work for it under the guidance of a teacher and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).

12. A candidate who has passed the MJMC examination of the University may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of Ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.

Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance a regular student of the department, ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the department or production of a residence certificate.

13. The Board of Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the examination was over.

14. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.

15. The other rules & regulation for MJMC degree & examination etc will be as per Ordinance of University for this purpose from time to time or as per approval of Board of Management the University for this Course.

16. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

17. The MJMC course will have specialization in Marketing Communication and any other specialization will be decided by the Board of Studies with the approval of Academic Council.

### **Ordinance No. 46**

#### **Master of Business Economics (MBE) Postgraduate Program**

This Ordinance shall be applicable to candidates admitted for Master of Business Economics (MBE) degree.

#### **1. Admissions –**

Candidates seeking admission to the first year of Master of Business Economics (MBE) course shall be required to have passed any graduation from any recognised University in India or abroad. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

2. Fees shall be as per Statute 24.
3. The course for the degree in for Master of Business Economics spread over two academic year and examination shall consist of two parts:
  - (a) The previous examination, at the end of first year and
  - (b) The final examination, at the end of second year
4. A candidate after passing the MBE previous examination of the University has completed a regular course of study for one academic year in a teaching department of the University, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of for Master of Business Economics.
5. A candidate who has passed the previous examination for the degree of for Master of Business Economics of another University may also be admitted to the final examination for the degree of Master for Master of Business Economics after obtaining necessary permission from the Vice-Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a teaching department of the University.
6. Besides regular students and ex-students and subjects to their compliance with this Ordinance, non-collegiate candidates shall be eligible for admission to the examination as per provisions of the Ordinance related matter and provided that if they fulfill other conditions of Ordinances.
  - (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the board of studies from time to time and printed in the prospectus for the examination or published by notification.
  - (b) The examination shall be conducted by means of written papers, in both previous and in final examination there.
7. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.
8. In order to be successful at any of the previous and final examination an examinee must obtain at least:-
  - (i) 36% of marks in each of the theory papers separately.
  - (ii) 45% of marks in the total of all theory papers taken together.
9. (a) Examinees of the previous examination obtaining mark not less.
- (b) Successful candidates of the final examination shall be placed in a Class on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:
  - (i) Those obtaining 45% or more but less than 50% of marks in the aggregate Third Class.



- (ii) Those obtaining 50% or more but less than 60% of marks in the aggregate Second Class.  
 (iii) Those obtaining 60% or more marks in the aggregate First Class.
- (c) In the case of a candidate permitted to appear, after having passed the previous examination of another University, at the final examination of the University, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the University, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.
10. (a) A regular candidate of a teaching department of the University, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafide reason to appear there to may reappear at subsequently as an ex-student in accordance with the provision and on fulfillment and the conditions of Ordinance and regulations.  
 (b) An ex-student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account of case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.
11. (a) Regular students undergoing regular course of studies in a teaching department of the University, who have obtained not less than 60% marks MBE in (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.  
 (b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier assigned to him/her by the Head of the Department of the University Teaching Department.  
 (c) A regular student who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Head of the Department concerned, three printed or typed copies of it duly countersigned by the Supervisor so as to reach the Registrar by a date preceding by three week the date of commencement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.  
 (d) An ex-student candidate for the final examination who was, a regular candidate from a teaching department. Permitted, under the provisions of sub Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the Head of the School/Department of the University which he/she was regular student to submit either a revised dissertation on the same topic on which work was done previously or a dissertation on a fresh topic assigned by the faculty in consultation with the Head of the Department in the University.

Provided (i) that the candidate shall apply for such permission to the Registrar, through the Head of the School / Department concerned at least three months before the date commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the University as assigned by the faculty and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).

12. A candidate who has passed the MBE examination of the University may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of Ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.  
Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance a regular student of a department, ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the department or production of a residence certificate.
13. The COE/ Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the examination was over.
14. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order or marks.
15. The other rules & regulation for MBE degree & examination etc will be as per Ordinance of University for this purpose from time to time or as per approval of Board of Management the University for this Course.
15. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 47**

#### **Master of International Business (MIB) /**

#### **Master of Financial Management (MFM) Postgraduate Programs**

This Ordinance shall be applicable to candidates admitted for Master of International Business (MIB) and Master of Financial Management (MFM) degree.

#### 1. Admissions –

Candidates seeking admission to the first year of Master of International Business (MIB) / Master of Financial Management (MFM) course shall be required to have passed any graduation from any recognised University in India or abroad. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list. Provided that the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of Madhya Pradesh Government.

#### 2. Fees shall be as per Statute 24.

#### 3. The course for the degree in for Master of International Business (MIB) and Master of Financial Management (MFM) spread over two academic year and examination shall consist of two parts:

- (a) The previous examination, at the end of first year and
- (b) The final examination, at the end of second year

4. A candidate after passing the Master of International Business (MIB) and Master of Financial Management (MFM) previous examination of the University has completed a regular course of study for one academic year in a teaching department of the University, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of for Master of International Business (MIB) and Master of Financial Management (MFM).
5. A candidate who has passed the previous examination for the degree of for Master of International Business (MIB) and Master of Financial Management (MFM) of another University may also be admitted to the final examination for the degree of Master of International Business (MIB) and Master of Financial Management (MFM) after obtaining necessary permission from the Vice-Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a teaching department of the University.
6. Besides regular students and ex-students and subjects to their compliance with this Ordinance, non-collegiate candidates shall be eligible for admission to the examination as per provisions of the Ordinance related matter and provided that if they fulfill other conditions of Ordinances.
  - a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the board of studies from time to time and printed in the prospectus for the examination or published by notification.
  - b) The examination shall be conducted by means of written papers, in both previous and in final examination there.
7. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.
8. In order to be successful at any of the previous and final examination an examinee must obtain at least:-
  - (i) 36% of marks in each of the theory papers separately.
  - (ii) 45% of marks in the total of all theory papers taken together.
9. (a) Examinees of the previous examination obtaining mark not less.
  - (b) Successful candidates of the final examination shall be placed in a Class on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:
    - (i) Those obtaining 45% or more but less than 50% of marks in the aggregate Third Class.
    - (ii) Those obtaining 50% or more but less than 60% of marks in the aggregate Second Class.
    - (iii) Those obtaining 60% or more marks in the aggregate First Class.
  - (c) In the case of a candidate permitted to appear, after having passed the previous examination of another University, at the final examination of the University, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the University, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.

10. (a) A regular candidate of a teaching department of the University, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafide reason to appear there to may reappear at subsequently as an ex-student in accordance with the provision and on fulfillment and the conditions of Ordinance and regulations.
- (b) An ex-student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account of case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.
11. (a) Regular students undergoing regular course of studies in a teaching department of the University, who have obtained not less than 60% marks Master of International Business (MIB) and Master of Financial Management (MFM) in (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.
- (b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him/her by the Head of the Department of the University Teaching Department.
- (c) A regular student who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Head of the Department concerned, three printed or typed copies of it duly countersigned by the Supervisor so as to reach the Registrar by a date preceding by three week the date of commencement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.
- (d) An ex-student candidate for the final examination who was a regular candidate from a teaching department. Permitted, under the provisions of sub Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the Head of the Department of which he/she was regular student to submit either a revised dissertation on the same topic on which work was done previously or a dissertation on a fresh topic in consultation with the Head of the Department. Provided (i) that the candidate shall apply for such permission from the Registrar, at least three months before the date commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the University as assigned by the Head of the Department and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).
12. A candidate who has passed the Master of International Business (MIB) and Master of Financial Management (MFM) examination of the University may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of Ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat. Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance a regular student of a department, ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the department or production of a residence certificate.

13. The Board of Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the examination was over.
14. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.
15. The other rules & regulation for Master of International Business (MIB) and Master of Financial Management (MFM) degree & examination etc will be as per Ordinance of University for this purpose from time to time or as per approval of Board of Management the University for this Course.
16. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance No. 48**

#### **Doctoral Degree of the University**

The Ordinance shall be called "ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University frames in accordance of regulations /norms laid by UGC from time to time.

#### **1. Eligibility for Enrolment for Doctor of Philosophy (PhD)**

- 1.1 A candidate for enrollment for the degree of Doctor of Philosophy must, at the time of application, hold Master's Degree with at least 55% marks or an equivalent grade of University/Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST and Handicapped students).
- 1.2 A candidate shall ordinarily be permitted to work for PhD Degree in the subject in which he/she has obtained his Master's bachelor Degree in Engineering / Technology / Applied Sciences. Provided that research work leading to PhD. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in engineering / Technology/ Applied sciences, shall be decided by the Academic Council.
2. A candidate must apply for registration for PhD degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.
  - (i) His/her qualification and experience
  - (ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.

- (iii) Proposed title of the PhD thesis.
  - (iv) Name of the supervisor (along with name of Co-Supervisors, if any)  
(Strictly from the University list of approved supervisors & Co-Supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-Supervisor.
  - (v) Certificate of qualifying the UGC/CSIR/DST/ National or State level Fellowship/NET/GATE/GPAT/SLET, if any
  - (vi) Letter granting teachers' fellowship, if any.
  - (vii) Address, contact number, mobile number, email-id and other contact details.
3. Availability of seats  
Depending upon availability of Supervisor/Co-supervisor the number of seats shall be decided, provided that
- (i) A Supervisor shall not have at any point of time, more than 08 PhD Scholars as supervisor and 06 PhD Scholars as co supervisor in case of a Professor and 06 PhD Scholars as supervisor and 05 PhD Scholars as supervisor in case of others, in any university in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
  - (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.
4. Admission Procedure
- (1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi.
  - (i) To prepare panel of names of paper setters in various subjects and submit them to the University.
  - (ii) To arrange for entrance test.
  - (iii) To arrange for interview.
  - (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
  - (v) To resolve problems, if any.
- 5 (a) Candidate who has qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT/SLET/NET/M.Phil shall be admitted directly without the entrance test.
- (b) Candidates who have been awarded teachers fellowship by statutory bodies for doing PhD degree shall also be admitted directly without the entrance test.
- (c) All other candidates will be selected through entrance test.

#### 1.0 Structure of Test

Entrance test will be conducted on following

Duration

Two hours

Question Paper

Part I	Research Methodology -	40 marks
Part II	Subject Question	60 marks

#### 6. Interview and Allotment

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members.

- (i) Vice Chancellor or his nominee as Chairman
- (ii) Dean of School
- (iii) One of the Chairman of relevant (Board of Studies) to be nominated by the Vice Chancellor.
- (iv) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Vice Chancellor.
- (v) One subject expert to be nominated by the Vice Chancellor.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint a Senior Professor of any University teaching Department as member.

(2) The interview shall be conducted in the University Teaching Department. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premises, fixed by the University for this purpose.

(3) The candidates shall be called for interview in the following order:

- (i) Candidates who have qualified UGC/CSIR/DST/National or State Level fellowship examination / GATE/GPAT/NET/SLET.
- (ii) Candidates who have been granted teacher fellowship by a statutory body.
- (iii) Candidate according to merit list of the entrance examination.

(4) At the time of interview, the candidates are expected to discuss their research interest / area, choice of supervisors and co-supervisor(s) (if any), and the proposed title of the thesis.

For the candidates belonging to category as mentioned in Para 6(3) (I & II), 100% weightage shall be on the interview. For the candidates mentioned in Para 6(3) (iii), the weightage of the interview marks shall be 20 percent where as 60 percent weightage shall be given to the written entrance exam conducted as per Para 5 and remaining 20 percent weightage shall be given to aggregate of qualifying PG examination.

(5) The allotment board then shall finalize the list of the names of the candidates admitted to the PhD in the concerned subject.

(a) The candidates in category (i) of sub-Para 6 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted in that order in these categories. If there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.

(b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis (however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committee (RDC). The candidate may, however, be allowed to take another chance for

allotment in next admission process if he does not want to change the preference in the first instant.

(6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.

(7) A merit list shall be prepared on the basis of entrance test and interview as mentioned in Para 6(4) and shall be declared as the result of the entrance examination by Registrar.

#### 7. Fees

(a) Registration fee for PhD programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of PhD thesis.

#### 8. Course work:

(a) After having been admitted, each M.Phil/PhD student shall be required by the University or Constituent College / Institute of University to undertake course work in the subjects as per guidance of UGC for pursuing PhD/M.Phil for a minimum period of one semester.

The course shall be treated as per M.Phil/PhD preparation and must include a course on research methodology which may include quantitative methods and computer application; it may also involve reviewing of published research in the relevant field.

#### (b) Evaluation

- (i) The course work shall carry 10 credits (one credit equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the department/school.
- (iii) The procedure for admission shall be laid down from time to time by the Academic Council.
- (iv) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v) The review or survey presented by the candidate in typed shall be examined by the supervisor. He shall declare whether it is satisfactory or not.
- (vi) A candidate shall be declared to have successfully completed the course, if he/she has successfully passed semester examinations with minimum 65% or in equivalent grade as mentioned above. Minimum 6 credits to be earned during the course work for successful completion.

#### 9. Research Centre

A candidate may pursue his research work for PhD degree in the University teaching Department in the subject concerned,

OR

At a Research Centre i.e. an organization of National or International repute (NIIT/IIT other academic institutions of national importance / Research organizations of Government / reputed corporate establishment with establishment R&D Laboratories etc), recognized as a research centre by the academic Council; Provided that a M.O.U. shall have to be signed between the university & the Institute / Organisation.



- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at an industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work in such industry as stated in above Para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry, such supervisor/co-supervisor should be Scientist / Director of the R&D center not below the rank of the Associate Professor of the University.
- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR labs/ DRDO labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the Establishment. Such supervisor/co-supervisor should be Scientist/Director of the R&D centre not below the rank of the Associate Professor of the University.

#### 10. Supervisor/Co-supervisor

(a) the person recommended as supervisor/co-supervisor to guide the search scholar must be:

(i) The Professor in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(ii) An Associate Professor or Reader in the University teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

OR

(iii) An Assistant Professor or Lecturer in the University teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute and has at least five years teaching experience after PhD.

OR

A Director/Scientist/Professor or an equivalent cadre in an organization of National/International repute not below the rank of an Associate Professor of the University, working as regular employee and who has published at least five papers reviewed standard journals of repute.

- (i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.
- (ii) Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.
- (iii) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.
- (iv) A person who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by Head/principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

11.

- (1) After successful completion of Pre PhD. course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1) of his proposed research work along with the title of thesis (finally decided by candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signature of candidate, supervisor, co-supervisor and head of the Institution on each of the copy on each of the page.
- (2) The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:-
  - i. Vice Chancellor or his nominee – Chairman
  - ii. Dean of the School concerned
  - iii. Chairman Board of studies of the subject in the School
  - iv. Head of one Professor of the University Teaching Department or in the case of non- availability of Professor, one Associate Professor of the University Teaching Department of the subject.
  - v. One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Dean of the School concerned external expert and two other members shall form the quorum.

**Note:**

- (a) On the request of the Supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.
  - (b) No TA and DA shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.
- (3) The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor-co-supervisors. The committee shall also prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of this Ordinance. The list shall be available with the Registrar.
- (4) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in Para 7 of this ordinance, at the time of admission, and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/Constituent College/Institute from which the application form was forwarded.

- (5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/or the oral presentation was also not found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (8) If the RDC does not recommend a candidate for registration to PhD degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

## 12. Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice-Chancellor on the recommendation of the committee, constituted by the Vice-Chancellor for this purpose. No change in the topic of research will be permitted due to change of supervisor.

## 13. Six monthly report

The University shall obtain every six month a record of attendance, receipts of fee paid and progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School.

## 14.0 Summary of thesis and appointment of examiner

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved the University from time to time, through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of atleast six names of examiners actively engaged in the concerned are of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the name should be from outside the State. Name can also be include from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University teaching Department or college Professor, from outside the jurisdiction of this University, shall be submitted by the Dean of School in which the candidate is pursuing PhD.
- c) In case the candidate related to the Supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the subject concerned, or a senior professor nominated by Vice Chancellor.

- d) The Vice Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

Note:- The summary of thesis shall be sent by post/air mail/email.

#### 14. Pre Submission Defense Committee

- 1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.
- 2) However prior to the submission of the draft PhD thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or of there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- 3) The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the University teaching Department, in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the Proforma given in Appendix 5.

#### 15. Submission of Thesis

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
3. The candidate shall submit the thesis to the University as follows:
  - i. Three hard bound copies of the thesis, and
  - ii. Soft copy in the form of CD (in three copies)
4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given
  - (a) Thesis should be forwarded by Head of the Department
  - (b) The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
  - (c) The certificate from the Supervisor together with Co-supervisor, if any, as per Appendix 3.

Note: (i) The Candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The thesis to be accepted for the award of the PhD degree must comply with the following conditions:

- (a) It must be a piece of research work characterized withers by the discovery of the new facts or by a fresh approach towards the interpretation of fact in either case. It should evince the candidate's capacity for critical examination and sound judgment.

- (b) It must be satisfactory in point of language and presentation of the subject matter.
- (iii) The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be types on separate pages, in four copies. The examiner must also give a list of a latest ten question; he wishes to be asked at the viva-voce examination.
- (iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panel of examiners.
- (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at Para 15 (b) by the Vice Chancellor, without the reports of earlier examiners, the third examiner shall be asked to give his/her opinion shall be final.
- (d) In case both the original examiners accept the thesis for the award of the PhD degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the PhD degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co-supervisor (if any) and one of two examiners (as per Para 14(b)), selected by the Vice-Chancellor, who have accepted the thesis for the award of the PhD degree. In case the candidate is related to the supervisor, then the Vice-Chancellor shall appoint Head of Studies/ Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
- (e) The Supervisor/ Head University Teaching Department / Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate by the Registrar. Provided that in special circumstances Kulpati may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva-voce examination.
- (f) The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice Board at least a week in advance.

- (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.
- (h) In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.
- (v) If the examiners recommend that the candidate be asked to revise / improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.
- (vi) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.
- (vii) The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommend for the version.

In case a candidate is asked to revise the thesis under clause 17 iv (c) and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the PhD. degree on successful viva-voce examination as per provision of clause 17 iv d of the Ordinance.

In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv (c), above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

#### 16. Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

#### 17. Publication of Thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the PhD degree of the University.

#### 18. Award of PhD

After the successful viva-voce, the Vice-Chancellor shall have powers to issue notifications for the award of PhD degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out the third will be returned to the supervisor. Following the successful completion of the evaluation process an announcement of the award of PhD the University shall submit a soft copy of the PhD thesis to UGC within a period of thirty days for hosting thesis in INFLIBNET accessible all University/ Institution.

#### 19. Reports of Examiners

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

#### 20. Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement, as laid down in this ordinance.

### **Appendix -1**

#### **PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction : Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work.
7. Reference in standard format

8. List of published papers of the institute.

Signature of the Supervisor

Signature of the Candidate

Date:

Signature of Co-supervisor (if any)

Date:

### Appendix – 2

#### DECLARATION BY THE CANDIDATE

I declare that the thesis entitled.....is my own work conducted under the supervision of Dr.....(Supervisor / Co-supervisor) at.....(Center)..... Approved by Research Degree Committee. I have put in more than 240 days of attendance with Supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the Candidate

Date:

Place:

### Appendix – 3

#### CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled..... is a piece of research work done by Shri/Smt./Ku..... under my/our Guidance and Supervision for the Degree of Doctor of Philosophy of.....University.....(M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the PhD degree of the University; and

Signature of the Co-supervisor

Signature of the Supervisor

Date:

Date:



**Appendix – 4****CONFIDENTIAL PROGRESS REPORT**

Six monthly progress report of the research work done for the period from.....to.....of the research scholar.

2. Name of the research scholar
3. Subject
4. Topic registered for PhD Degree
5. Name of the Supervisor
6. Name of Co-supervisor (if any)

Description of the guidance on the topic period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period).  
Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt no..... Date.....

Date:.....

Place:.....

(Signature of Head of Institution where  
the candidate was registered for PhD degree)

Signature of the Supervisor

Address:.....

Date:

Place:

**Appendix – 5****FORWARDING LETTER OF HEAD OF INSTITUTION**

The PhD thesis entitled .....  
.....  
.....

Submitted by Shri/Smt./Ku.....is  
forwarded to the University in three copies. The candidate has paid the necessary fees and there are no  
dues outstanding against him/her.

Name.....Seal.....

Date:.....

Place:.....

(Signature of Head of Institution where  
the candidate was registered for PhD degree)

Signature of the Supervisor

Address:.....

Date:

Place:

Appendix – 6EXAMINERS REPORTS ON PhD THESIS

Title of the thesis.....  
 .....  
 .....

Name of candidate Shri/Smt./Ku.....

Subject :.....

Faculty:.....

#

1. Thesis is recommended for the Yes / No Award of PhD Degree.....

##

2. The thesis be revised on the Lines.....  
 Detailed below.....
3. The thesis be rejected.....(Please write yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in the category and suitable remarks detailing minor revision/s required, is/are to be enumerated.## Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

**DETAILED REPORT**

(The examiner is requested to attaché detailed report in four copies, covering also the following points)

- (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

Date:.....

Place:.....

(Signature of the Examiner)

Full Name & Address.....

.....  
 .....

**Appendix – 7****PROVISIONAL CERTIFICATE REGARDING AWARD OF PhD DEGREE**

This is to certify that vide notification no.....

Dated.....

Of this University, the Board of Management has decided that the degree of PhD  
in.....(Subject) be awarded  
to.....

The title of the thesis  
is.....

.....  
The PhD degree has been awarded in compliance of the "University Grants Commission (minimum standards and procedures for award of M.Phil/PhD degree) Regulation, 2009"

Registrar

Date:.....

IV.

V.

**Ordinance No. 49****Bachelor of Science (B.Sc) in Agriculture Program**

This Ordinance is applicable to candidates admitted for B.Sc. (Agriculture) Degree

1. Duration

Degrees of Bachelor of Science (Agriculture) shall be of 4 years duration (8 semesters).

2. Admission

2.1 Any candidate having passed Higher Secondary (10+2) from a recognised Board with Physics, Chemistry and Mathematics or with Physics, Chemistry and Biology as compulsory subjects shall be eligible for admission, subject to such candidates being successful in any entrance examination that Techno Global University may conduct

2.2 Non-Resident Indian (NRI) candidates shall also be eligible for Admission to B.Sc (Agriculture) in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1

3. Course for B.Sc. (Agriculture)

**FIRST YEAR**

**1<sup>st</sup> Semester**

Sl. No.	Course Name	Credits		
		TC	T	P
1.	Introductory Agriculture	1	1	0
2.	Principles of Agronomy	2	1	1
3.	Agricultural Meteorology	2	1	1
4.	Production Technology of Vegetables and Flowers	3	2	1
5.	Fundamentals to Soil Science	3	2	1
6.	Insect Morphology and Systematics	3	2	1
7.	Principles of Agricultural Economics	2	2	0
8.	Fundamental of Rural Sociology and Edu. Psychology	2	1	1
9.	Physical Education / NSS / NCC	1	0	1
		18	12	6

**2<sup>nd</sup> Semester**

1.	Principles of Genetics	3	2	1
2.	Field Crops - II	3	2	1
3.	Plant Pathogens and Principles of Plant Pathology	3	2	1
4.	Biochemistry	3	2	1
5.	Fundamentals of Soil and Water Conservation Engineering	3	2	1
6.	Production Technology of Fruit Crops	3	2	1
7.	Dimensions of Agricultural Extension	2	1	1
8.	Comprehension and Communication Skill in English (* Tutorial)	2	1	1*
		22	14	8

**SECOND YEAR****1<sup>st</sup> Semester**

1.	Principles of Plant Breeding	3	2	1
2.	Field Crops - I	3	2	1
3.	Agricultural Finance and Cooperation	2	1	1
4.	Statistics Methods	3	2	1
5.	Field Crop Diseases and Management	3	2	1
6.	Insect Ecology, Integrated Pest Management & Beneficial Insects	3	2	1
7.	Crop Physiology	3	2	1
8.	Entrepreneurship development and Communication Skills	2	1	1
		22	14	8

**2<sup>nd</sup>****Semester**

1.	Water Management	2	1	1
2.	Breeding of Field & Horticultural Crops	3	2	1

3.	Agricultural Marketing, Trade and Prices	2	1	1
4.	Diseases of Horticultural Crops and Management	3	2	1
5.	Live-stock Production and Management	3	2	1
6.	Soil Chemistry, Fertility and Nutrient Management	3	2	1
7.	Introduction to Computer Applications	2	1	1
8.	Spices, Aromatic, Medicinal and Plantation Crops	3	2	1
9.	Practical Crop Production - II	1	0	1
		<b>22</b>	<b>13</b>	<b>9</b>

**THIRD YEAR****1<sup>st</sup> Semester**

1.	Weed Management	2	1	1
2.	Practical Crop Production – I	1	0	1
3.	Rainfed Agriculture	2	2	0
4.	Post Harvest Technology	2	1	1
5.	Farm-Business Management and Project Appraisal	2	1	1
6.	Crop Pests and Management – I	2	1	1
7.	Principles of Seed Technology	3	2	1
8.	Introductory Nematology	2	1	1
9.	Farm Power, Machinery & Renewable Energy	3	2	1
10.	Pisciculture	2	1	1
11.	Disaster Management	2	1	1
		<b>23</b>	<b>13</b>	<b>10</b>

**2<sup>nd</sup> Semester**

1.	Farming System and Sustainable Agriculture	2	1	1
2.	Organic Farming	2	1	1
3.	Agricultural Microbiology	2	1	1
4.	Production Economics and Farm Management	2	1	1
5.	Protected Cultivation and Post Harvest Technology	2	1	1
6.	Environmental and Forestry Science	3	2	1
7.	Crop Pests and Management – II	2	1	1
8.	Extension Methodologies for Transfer of Technology	2	1	1
9.	Manures, Fertilizer and Agrochemicals	3	2	1
10.	Principle of Biotechnology	2	1	1
		<b>22</b>	<b>12</b>	<b>10</b>

**1<sup>st</sup> Semester (Experiential Learning)****Module – I****Crop Production**

1.	Commercial Crop Production	3	1	2
2.	Seed Production Technology	3	1	2

3.	Remote sensing, GIS and Land use planning	3	1	2
4.	Integrated Farming System	3	1	2
5.	Water Management	4	1	3
6.	Soil Management	4	1	3
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module – II Crop Protection</b>				
1.	IPM and IDM	4	2	2
2.	Post Harvest Insect and Disease Management	3	1	2
3.	Non-insect Pests Management	3	1	2
4.	Economic Entomology	2	0	2
5.	Commercial Mushroom Cultivation	2	0	2
6.	Bio-agents and bio-pesticides	3	1	2
7.	Pesticides and Plant Protection equipment	3	1	2
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module – III Horticulture</b>				
1.	Commercial Olericulture	3	1	2
2.	Commercial Floriculture	3	1	2
3.	Commercial Pomology	3	1	2
4.	Nursery Management	4	1	3
5.	Protected Cultivation and Seed Production	4	1	3
6.	Processing and Value Addition	3	1	2
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module - IV Post Harvest Technology and Value Addition</b>				
1.	Post Harvest Technology of Horticultural crops	3	1	2
2.	Unit Operation and Development of New Products	4	1	3
3.	Processing of Spices, Plantation, Medicinal and Aromatic Crops	4	1	3
4.	Storage Management of Horticultural Crops	3	1	2
5.	Post Harvest Handling of cut and Dry Flowers	3	1	2
6.	Processing of Field Crops Including Bio-diesel	3	1	2
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module - V Agri-business Management &amp; Entrepreneurship</b>				
1.	Information & Communication Management	3	1	2
2.	Management of Agro-based Industry	4	1	3
3.	Marketing Management	3	1	2

4.	Financial Management of Agri-Business	4	1	3
5.	Natural Resources Management	3	1	2
6.	Project Formulation, Evaluation and Monitoring	3	1	2
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module- VI</b>	<b>Social Science</b>			
1.	Agricultural Journalism	3	1	2
2.	Visuals and Graphic Communications	3	1	2
3.	Cyber Extension	2	1	1
4.	Behavioral Skills	3	1	2
5.	Livestock and Poultry Marketing	2	1	1
6.	Fish Marketing	1	0	1
7.	Farm Planning and Budgeting	3	1	2
8.	Government Policies Related to Agriculture	3	1	2
		<b>20</b>	<b>7</b>	<b>13</b>
<b>Module- VII</b>	<b>Basic Science</b>			
1.	Molecular Breeding	3	1	2
2.	Plant Tissue Culture	4	1	3
3.	Recombinant DNA Technology	3	1	2
4.	Bio-Informatics	3	1	2
5.	Microbial & Environmental Technology	4	1	3
6.	Molecular Diagnostics	3	1	2
		<b>20</b>	<b>6</b>	<b>14</b>
<b>Module- VIII</b>	<b>Commercial Agriculture</b>			
1.	Commercial Floriculture	3	0	3
2.	Commercial Fruit Production	3	0	3
3.	Nursery management of Horticultural Crops	3	1	2
4.	Commercial Cultivation of Medicinal & Aromatic Plants	2	1	1
5.	Commercial Spices Production	3	1	2
6.	Production Technology of Economic Forest Plants	3	1	2
7.	Commercial Seed Production	3	1	2
		<b>20</b>	<b>5</b>	<b>15</b>
	<b>FOURTH YEAR</b>			
	<b>2<sup>nd</sup> Semester</b>			
	<b>Rural Agricultural Work Experience</b>	<b>20</b>	<b>0</b>	<b>20</b>
1.	Field Crop Production	4	0	4
2.	Horticultural Crop Production	3	0	3
3.	Crop Protection (Entomology)	4	0	4

	and Plant Pathology)			
4.	Rural Economics	3	0	3
5.	Extension Program	3	0	3
6.	Research Activity	3	0	3

4. Conduct of examination, gradation system, promotion to the next semester:

As per Ordinance No. 6 stated detailed earlier in this document.

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **Ordinance no. 50**

#### **Conduct of Student, Discipline, Attendance and Penal Action**

##### **1. Conduct of Student:**

(1) Immediately after the first session started the students will strictly observe the guidelines framed and instructions issued by the University. Any violation of the guidelines and instructions will tantamount to an offence for expulsion or rustication.

(2) A student shall at all time be of good behavior, be attentive to and show diligence in studies, maintain decorum, observe the rules of discipline and also carry out proper instructions in strict adherence to the norms to be followed during examination and evaluation.

(3) No ragging is permitted in the University campus, off-campus centres, hostel premises, etc., as per statutory anti-ragging policy of Govt. / UGC. The students may be asked to give an legal undertaking for the same.

(4) If any complaint is received that a student or a number of students is / are engaged in ragging students of the Institute, the Vice-Chancellor after conducting an enquiry may punish the student(s) as laid down in section 9 of this Ordinances.

##### **2. Penal provision for misconduct or violation of instructions and guidelines:**

(1) When a is found guilty for misconduct, breach of discipline, violation of instruction and guidelines set forth by the University and reported against for taking unfair means during examinations or evaluation, the Vice Chancellor or the Registrar on receiving a report from the Head of the Department, and taking into account the seriousness and gravity of the situation, may,



- (a) debar the student from attending the class not exceeding ten days at a time, or,
  - (b) disqualify the student from appearing at the immediate next examination, or,
  - (c) expel the student from the University, or
  - (d) rusticate the student
- (2) Before taking any penal action, the concern student must be given an opportunity of being heard to defend him or her.
- (3) If it is found after receiving prayer from the student and after conducting enquiry, that the student is innocent and is not guilty of the offence for which he or she is charged, the Vice-Chancellor can acquit him and the period of absence will not be construed as absence at the time of computing his or her attendance.
- (4) The acts of disorderly conduct or unfair means during any examination written or physical assessment shall include the following:
- (i) Misbehaviour in the examination hall with the officer and staff of the University and external members engaged in any way with the conduct of the examination, willful tearing off of question papers and answer books of himself / herself or other candidates.
  - (ii) Causing damage of moveable of immoveable property of University.
  - (iii) Disturbing/disrupting of the conduct of examination.
  - (iv) Any other act or act of omission or commission as may be specified by the University Examination Committee.
  - (v) Talking to another candidate or any person inside/outside the Examination Hall during the Examination without due permission.
  - (vi) Leaving the Examination Hall without handing over the answer sheet.
  - (vii) Copying answer from any books/papers.
  - (viii) Writing abusive or obscene expressions
  - (ix) Attempting to pass on question/answer book or solution to a question or a part thereof to any other candidate.
  - (x) Any other act of omission or commission as may be determined by the Examination Committee, a disorderly conduct or unfair means which may be constituted as detrimental to the process of examination or influencing the authority conducting examinations otherwise.

### 3. Attendance:

- (1) The students are expected to attend all classes on all working days of any session.
- (2) The students attending classes will qualify to appear for examinations and evaluation if attendance is at least seventy five percent of the total classes.
- (3) If the attendance of a student falls below 75%, he or she will not be able to appear at the examination of the semester. For such case, the Vice Chancellor can condone absence on receiving recommendation of the head of the department.

(4) If a student is absent continuously for more than ten working days without permission, he or she will be cautioned for his or her absence with a warning that action will be taken if such absence recur.

(5) If a student is absent continuously for more than 25 working days without any valid reason, his or her name will be deleted from the list. He may apply for re-admission through the Head of the Department. Registrar on receiving the report from the HOD may re admit the student on payment of requisite fees as may be decided by the University.

(6) A student will not be allowed to appear at the examination if his attendance falls short of the required percentage,. He or she will have to reappear for the examination with the corresponding semester.

### **Ordinance No. 51**

#### **Distance Education**

The University shall provide Distance Education programs through its off-campus centres and study centres in accordance with the provision of the Statutes only after prior permission of UGC and the State Government.

### **Ordinance No. 52**

#### **Residential Accommodation of Students**

#### **1. Admission:**

(1) The University has limited facility for residential accommodation of the students. Application for admission to hostel shall be made in the prescribed form to be obtained from the hostel office or administrative office of the University on payment of prescribed fee

(2) After an applicant has admitted to the University, he/she may be allotted a bed in a room by the warden of the hostel as and when bed is available.

(3) No student who has become unsuccessful or have been warned for any disciplinary action shall be re-admitted in the hostel. The Vice Chancellor may however, consider any such application on merit.

#### **2. Hostel Management Committee:**

(1) There shall be a hostel management committee will comprise the following:

- |  |   |          |
|--|---|----------|
| (a) Dean, nominated by the Vice Chancellor | - | Chairman |
| (b) Director - Hostel ---                  | - | Member   |

- |   |   |                 |
|---|---|-----------------|
| (c) Administrative Officer(Establishment)       | - | Member          |
| (d) Technical Officer(Maintenance)              | - | Member          |
| (e) Warden                                      | - | Member-Convener |
| (f) One students representative from the hostel | - | Member          |
- (2) Functions of the Committee: The Hostel Management Committee will be entrusted with:
- (a) Looking after the regular affairs of the hostel.
- (b) Maintenance of the hostel

### 3. Restrictions:

- (1) The students in hostels will abide by the regulations and other administrative instructions of the University strictly
- (2) The student after occupying a seat becomes a hosteller and is responsible for upkeep of the room during his/her stay in the hostel.
- (3) No hosteller is allowed to bring any furniture or ANY electrical equipments other than those supplied by the hostel without explicit permission from the University.
- (4) All equipments, accessories, furniture, fixing, books & journals and other articles provided by the University shall be in the custody of hosteller and for any loss or damage of any books/equipments shall be recouped by the University from the hosteller.
- (5) Any hosteller may be required to vacate the seat/room as and when notified by the competent authority of the University.
- (6) Hostellers are not permitted to keep fire arms and other weapons in the hostel.
- (7) Smoking is prohibited in the hostel premises.
- (8) Hostellers are prohibited from keeping obscene literature, video films/CDs.
- (9) Possession and Consumption of licker, intoxicants, drugs and other similar items inside / outside the premises is strictly prohibited.
- (10) Hostellers are strictly prohibited to give shelter to any outsider.
- (11) Any violation of subsections (6), (8), (9) & (10) above will attract severe disciplinary action which may lead to removal of the hosteller from the hostel or even rustication from the University.

## **Ordinance No. 53**

### **Scholarships, Fellowships, Stipends, Medals, Merit Certificate and Prizes**

#### 1. Scholarship, merit certificates and prizes:

- (1) The University may from time to time announce scholarships, merit certificates and prizes for various academic programs to search talents and to encourage meritorious students for innovative studies.

- (2) The merit certificates and prizes are one time award for excellence and outstanding performance in any academic programs.
- (3) Scholarships and stipends will be awarded for the students for continuing future education.
- (4) Continuance of scholarships and stipends depends on the sustenance of the result score and conditions, conduct of students which will be decided by the Academic Council.

**2. Fellowships/Research Scholarships:** The University may announce fellowships and/or research scholarships to the students who passed the Master's Degree in any discipline and selected for Doctoral Program, to promote academic excellence among the students.

**3. Policy and framing of guidelines:**

- (1) The Governing Body of the University will frame major policy for awarding scholarships, fellowships, stipends, medals, merit Certificate and prizes.
- (2) The Academic Council will frame detailed guidelines, eligibility terms and conditions, for awarding fellowships, scholarships, stipends, merit certificates, prizes and also eligibility and other terms and conditions for sustenance of scholarships and stipends.
- (3) The Academic Council will place the framework for approval of the Governing Body after which the policy will be in operation.
- (4) The Governing Body, on the recommendation of the Academic Council may change the policy guidelines, eligibility and terms and conditions for awarding fellowships, scholarships, stipends, merit certificates, prizes, if it is felt necessary.

### **Ordinance No. 54**

#### **Co-operation and Collaboration with other Universities, Industry and Academia**

1. The University shall collaborate with other colleges and/or universities, research institutions, industry and industry associations, professional associations, Government and Non-Government Organisation or any other organization, in India or abroad, to conceptualize, design, develop and launch specific educational and research programs, training programs, manufacturing programs and exchange programs for students, faculty members and others and towards fulfillment of the University objectives.
2. The University shall collaborate or associate with advice, administer, control, develop, maintain or take over by the way of merger or otherwise any educational Institute, Organization or Industry.
3. The University shall disseminate knowledge through seminars, conferences, executive education programs, community development programs, publications and training programs;
4. The University shall undertake programs for the training and development of faculty members & Teachers of the University and other Institutions of India and abroad;
5. The University shall provide consultancy to industry, Government, public and private organization.